

Virginia

Standards of Learning Assessments

**Summer 2008
Non-Writing
Tests**

**Manual for the
Division Director of Testing
and School Test Coordinators**

**Grade 8
End-of-Course**

Test security guidelines restrict persons who have not signed the
Test Security Agreement from reading the actual test questions.

Test Implementation Manual

Summer 2008 SOL *Non-Writing* Test Administration Schedule

Important Dates

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | April 14-25, 2008 | DDOTs should enter participation counts via PEMSolutions at <u>www.pearsonaccess.com/va</u> |
| <input type="checkbox"/> | 3 weeks prior to testing | Division submits Student Data Upload file via PEMSolutions |
| <input type="checkbox"/> | Beginning May 19, 2008 | DDOTs may place additional orders needed for test materials via PEMSolutions |
| <input type="checkbox"/> | 1-2 weeks after file submission | Delivery of Pre-ID Labels to school divisions (only labels for rejected files, records with errors, or records missing a test code will not be delivered until resolved) |
| <input type="checkbox"/> | June 16 to September 26 | Summer 2008 SOL Non-Writing Testing Window (including Expedited Retakes) |
| <input type="checkbox"/> | No later than the last day of the division's testing window | Ship answer documents to Pearson Educational Measurement, Iowa City, IA |
| <input type="checkbox"/> | No later than two weeks after the end of the division's testing window | Ship secure test materials to Pearson Educational Measurement, Iowa City, IA |
| <input type="checkbox"/> | Until October 24, 2008 | DDOTs may order items via PEMSolutions to <u>return</u> test materials |
| <input type="checkbox"/> | By November 14, 2008 | DDOTs submit Summer 2008 ATP (Authorization to Proceed) request via PEMSolutions after resolving any Student Test Alerts |

Dates to Remember

- | | | |
|--------------------------|--------|--|
| <input type="checkbox"/> | Weekly | The PEMSolutions Services system will NOT be available from 9:00 PM Tuesdays–6:00 AM Wednesdays and 9:00 PM Thursdays–6:00 AM Fridays (Central Time) for system maintenance and scheduled upgrades. If the system must be taken off-line at times other than those listed above, Pearson will notify all school divisions. |
|--------------------------|--------|--|

NEW FOR SUMMER 2008

Carefully review this *Test Implementation Manual*, *Examiner's Manuals*, as well as the *Web-Based Test Directions*, prior to the administration of the Summer 2008 SOL *Non-Writing Assessments*.

- Students testing during the summer administration may originate from schools outside your division. This may be due to attendance at regional summer schools, summer jobs away from home, or enrollment in a summer school class in an adjacent school division.

Term Graduates

- Students pursuing a standard or Advanced Studies Diploma who are scheduled to graduate by August 31, 2008, are considered to be Term Graduates.
- Students pursuing a Modified Standard Diploma who are scheduled to graduate by August 31, 2008, and need to take the *Grade 8 Reading* and/or *Mathematics* tests to verify the literacy and numeracy requirements are also considered to be Term Graduates.
- For summer 2008, all Term Graduates will take the same multiple-choice test forms as other testers.

Testing Materials

- The division's non-secure overage materials will include approximately 15% of the schools' initial order of the total quantity shipped.
- The division's secure overage materials for *main* multiple-choice test forms will include approximately 10% of the schools' initial order of the total quantity shipped. The overage quantities of the *alternate* multiple-choice forms will equal approximately 10% of the schools' initial order of the total quantity shipped.
- Schools' cartons will contain the exact quantity of Special Test Forms Kits (Braille and large-print kits with or without audiotapes, and regular audiotapes) ordered for eligible students. No overage is provided for special forms materials.

Delivery of Testing Materials

- Both non-secure and secure testing materials will be packaged by the school for which they were ordered in PEMSolutions and will be shipped directly to the division for distribution to summer testing sites.

Summer Header Sheets

- For the summer administrations, *Header Sheets* to be used with answer documents for students within the division will have the division's name and code pre-printed and pre-coded. The school's name and code will be blank. This will allow the testing school to complete the school's name and code for students within your division.
- *Header Sheets* to be used with answer documents for students outside of the division are blank. The division's name and code and the school's name and code must be completed as directed by the DDOT.

Return of Out-of-Division Answer Documents

- Students testing in the summer may originate from schools outside of the division. To allow for scores to be reported to the student's "home school," the answer documents should be bundled separately with their own *Header Sheet*. See section 6.6.

NEW FOR SUMMER 2008, continued

Graphing Calculator

- An additional graphing calculator, TI-Nspire produced by Texas Instruments, has been approved for use during the administration of EOC mathematics and science tests. However, the TI-Nspire calculator has a *Press-to-Test* mode that must be enabled prior to using it on EOC tests.

Answer Document

- Each subject area test has an individual answer document.
- Make certain that the Grade 8 (Reading and Mathematics) or EOC answer documents distributed to students indicate 2007-2008, (located at the top center) and they have the correct test name (top right) for the appropriate test administration (Appendix C).
- Revisions that have been made on the answer documents are as follows:

Field I, *Special Test Accommodations*, Codes 2, 3, 7, and 20 are now available for all students:

Code 2 – Group size

Code 3 – Environmental modifications (e.g., special lighting, noise buffers, use of study carrel)

Code 7 – Assistance with directions for mechanics of the test (i.e., simplifying or clarifying directions)

Code 20 – Large-diameter pencil, special pencil, pencil grip

These codes have been removed from the answer documents.

I		SPECIAL TEST ACCOMMODATIONS																							
1	4	5	6	8	9	10	11	12	13	17	18	21	22	23	24	25	27	A	B						

Refer to Appendix D for an updated list of Special Test Accommodation Codes.

- Located on the back cover of the EOC *English: Reading* answer document, the Samples Box has two items: A and B; however, only one sample item (A) will be used for the following:
 - Regular test forms - R0116 and R3027
 - Special test forms - R7536, R7537, R8036, and R8037

SAMPLES					
A	●	B	C	D	
B	F	G	H	J	

Located on the back cover of the Grade 8 *Reading* answer document, the Samples Box has two items: A and B; however, only one sample item (A) will be used for the following:

- Special test forms - R7527 and R8027

A note is provided in the directions for Examiners to remind students to leave sample test item B blank.

Test Implementation Manual

- All information regarding special accommodations for paper/pencil and online tests administrations is located in Appendix D.

NEW FOR SUMMER 2008, continued

Examiner's Manuals

- All information regarding special accommodations is located in Appendices C and D.
- In Section 6, Specific Duties of the STC: After Testing, directions for completing the answer document's Field H, *Testing Status*, Field I, *Special Test Accommodations*, and the directions for completing the *Header Sheet* and *Paper Band* have been removed. These directions are now located only in the *Test Implementation Manual*.

The DDOT may continue to direct the STC to designate an Examiner or other adults to complete Fields H and I on the answer documents, and to complete the *Header Sheets* and *Paper Bands* for the bundles of answer documents.

Header Sheet

- The *Header Sheet* has been revised to include the Field, ADMINISTRATION. This field should be completed as appropriate for the current administration: fall, spring, summer, or field test.

The DDOT or designee should complete this field.

ADMINISTRATION
<input type="radio"/> FALL
<input type="radio"/> SPRING
<input checked="" type="radio"/> SUMMER
<input type="radio"/> FIELD TEST

NOTE: Please destroy all *Header Sheets* from previous administrations.

IMPORTANT REMINDERS FOR SUMMER 2008

Pearson Support Services

- The *Virginia Standards of Learning Assessments User's Guide* is located on the Resource page within PEMSolutions and contains step-by-step instructions on how to use the PEMSolutions system. You may also refer to the PEMSolutions *Training Workbook* for training tutorials of the PEMSolutions system.
- For technical support, please contact the Pearson Support Center (M-F, 7:00 AM to 8:30 PM, Eastern Time).
- Before the students are eligible to take a test, they must be registered for the test through a Student Data Upload File submitted via PEMSolutions or by manually registering students for an administration and assigning them to a test within PEMSolutions.
- The DDOT should notify Pearson in advance at VAP@support.pearson.com, if a school plans to administer online SOL tests after 5:00 PM (Eastern Time). For more information refer to Section 4.7.
- The PEMSolutions system may not be available from 9:00 PM Tuesdays—6:00 AM Wednesdays and 9:00 PM Thursdays—6:00 AM Fridays (Central Time) for system maintenance and scheduled upgrades.

Shipment of Testing Materials

- The division overage secure materials will be shipped in **white** boxes. **Green** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels. The cartons in the overage shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4." The *Division Overage Packing List* and the *Division Receipt Verification Form* are located in Box #1.
- The *Pallet Detail* will be located in Box #1 of the division overage secure materials. This list will indicate which pallet a particular school's boxes are located on, the box range (i.e., boxes 3 through 6), and the number of boxes for a school (i.e., 4 boxes). If a shipment is not palletized, the *Pallet Detail* will provide similar information about the box range for a particular school (i.e., boxes 3 through 6), and the number of boxes (i.e., 4 boxes) for a school.
- The school's secure materials will be shipped in **brown** boxes to the division's address. **Green** shipping labels will be located on the top of each box and four sides. The *School Packing List/Transmittal Form* will be located in the box labeled, "Packing List Enclosed." The cartons in the schools' shipment will be numbered sequentially "1 of 4," "2," "3," and "4 of 4," but may not begin with Box #1.

Shipment of Additional Orders

- There are no automatic overages included with additional items ordered; you will only receive the exact item and number of items ordered. For example, if your division wants 28 additional test booklets, enter "28" as the quantity for its additional order—the system will automatically calculate the need for 3 packs of 10.
- Additional orders will be packaged "bulk" and delivered to the division's bulk address.
- Additional orders for non-secure materials and secure materials will be shipped in separate cartons. Cartons with secure materials will be stamped, "**SECURE MATERIALS ENCLOSED**" on the shipping label.

Shipment of Testing Materials for "Quad 8888" Schools

- All **non-secure** materials ordered for "special situation schools" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division's non-secure overage materials.

The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4." **Orange** shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.

IMPORTANT REMINDERS FOR SUMMER 2008, continued

- All **secure** materials ordered for “special situation schools” will be packaged together and delivered to the division’s address. These boxes will be delivered separately, but at the same time as the division overage for all secure materials.

The cartons in this shipment will be numbered sequentially: “1 of 4,” “2,” “3,” and “4 of 4,” but may not begin with Box #1. **Green** shipping labels will be located on the top of each box and four sides with “8888 Secure Materials Special Situation” printed on the labels.

Verification of Multiple Shipments Received on the Same Day

- The sequence number (SEQ: XXXXX) that is located on the address label of each carton is unique to each shipment. Therefore, the sequence number may be used to sort multiple shipments received on the same day. For example: It may be used to determine which carton of “2s” should be counted with the shipment of testing materials for schools and which should be counted with the shipment of testing materials for “Quad 8888” schools. The Sequence: XXXX is also identified in the footer on each page of the packing list that is included with each shipment. By comparing the SEQ number on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment.

Pre-ID Labels

- Pre-ID labels will be delivered one to two weeks after file submission.
- All schools’ Pre-ID labels will be packaged in a single envelope or box that has been labeled with the school’s name and code. These packages will be consolidated into larger boxes. Pearson will provide a *Shipment Package Locator* that will direct the DDOT to which larger box a school’s envelope or box is located.
- Pre-ID labels should be affixed to the student answer document as directed by the DDOT. Pre-ID labels with students’ data are considered to be secure and should be handled the same as other secure materials, before, during, and after testing.

Header Sheet

- The *Header Sheet* is a scannable document that is computer-generated. Photocopies are not acceptable for Scoring Center use.
- After testing, the *Header Sheet* is used to organize any group of answer documents for return to Pearson and is to be completed as directed by the DDOT.
- Each *Header Sheet* must be complete and accurate. The number of answer documents marked on the *Header Sheet* **must** match the number of answer documents submitted in the bundle.

The process involves verifying all pre-printed and pre-coded data and filling in other pertinent data into proper fields on the *Header Sheet*. Only the name and phone number of an STC or DDOT (or designee) should be provided as the Header Verification Contact. If there is a discrepancy of any kind upon receipt of answer documents at Pearson, the Scoring Center staff will call the person identified on the *Header Sheet*. This should be someone who can respond to Pearson’s questions. Therefore, the DDOT should designate the Header Verification Contact.

Assembly Identification (ID) Sheet

- The *Assembly ID Sheet* will be administration-specific and will indicate Summer *Non-Writing* Test Materials.
- For *Regular Test Forms*: At the top of the *Assembly ID Sheet*, you will find a barcode with a unique number, level, name of subject area test, test form number, and quantity of test booklets contained in the package (Appendix B).
- For *Special Test Forms Kits*, you will find at the top of the *Assembly ID Sheet* a barcode with a unique number, level, and name of subject area test.

IMPORTANT REMINDERS FOR SUMMER 2008, continued

Verification of Secure Testing Materials

- Remind Examiners that the *Assembly ID Sheet* may be used to verify the number of test booklets inside each package before distributing secure materials to the students during the test administration.
- Before testing, Examiners must verify the level and name of the subject area test on the front cover of the test booklets (lower right corner) to ensure that students are administered the correct test. Also, Examiners must verify that the level and name of the subject area test on the answer document is the same as on the test booklet.

Reading Tests

Read-Aloud Accommodation

- The read aloud/audio accommodations for reading are available only to students with disabilities who meet specific criteria. For more information see *Procedures for Participation of Students with Disabilities in Virginia's Accountability System* at

www.doe.virginia.gov/VDOE/Assessment/Participation_Guidelines_for_SWD.pdf

Sample Test Item

- Some *Reading* test forms may have question(s) that do not refer to a “passage.” The directions in the *Examiner's Manual* point out to students that “Sample B” is an illustration of this type of question.

Grade 8 Reading (Literacy) Tests

- The grade-level *Reading* test measures content from the *2002 English Standards* for Grade 8.
- Students who are pursuing the Modified Standard Diploma may take either the grade-level *Reading* test **or** the cumulative *Reading* test to meet the literacy requirement.

EOC English: Reading Test

- Students who have passed the coursework for the English SOL for grades 9-11 previously but failed the test prior to fall 2005 are eligible to retake test forms that measure the *1995 English* SOL for verified credit. These test booklets are packaged separately with an *Assembly ID Sheet* that indicates “95.” All other students should take the *2002 English: Reading* test. These test booklets are packaged with *Assembly ID Sheets* that indicate “02.”
- The same answer document is used for the administration of test forms for both *1995* and *2002 Standards*.

Mathematics Tests

Grade 8 Mathematics (Numeracy) Test

- Students who are pursuing the Modified Standard Diploma may take either the grade-level *Mathematics* test **or** cumulative *Mathematics* test to meet the numeracy requirement.
- The Grade 8 *Mathematics* (cumulative) Audio Kit (Form M3024) will not include the mathematics formula sheet. If applicable, please ensure that students who are administered this form are provided a copy of the formula sheet for use during the testing session. A copy of this formula sheet is available at

<http://www.doe.virginia.gov/VDOE/Assessment/Manipulatives/>

- The grade-level *Mathematics* test measures content from the *2001 Mathematics* Standards for Grade 8.
- Only state-approved scientific calculators are allowed on the grade-level *Mathematics* test.
- Only four-function calculators are allowed on the Grade 8 *Mathematics* (cumulative) test.

IMPORTANT REMINDERS FOR SUMMER 2008, continued

- Protractors or angle rulers are **not** allowed on the Grade 8 *Mathematics* test.

EOC Mathematics Tests

- During summer 2008, students who will be completing coursework in *Algebra II* will be administered the *EOC Algebra II* test based on the revised blueprint measuring the *2001 Standards*. These test booklets are packaged separately with an *Assembly ID Sheet* and labeled as “01Rev.”
- Students who have passed the coursework for *Algebra II*, but failed the test prior to fall 2005, are eligible to retake the test for verified credit. However, the test forms that were developed using the original blueprint must be administered. These test booklets are packaged separately and are identified with an *Assembly ID Sheet* labeled as “01.”
- The same answer document is used for the administration of test forms for both *2001 Standards* and *2001 Revised Standards for Algebra II*.

Paper Bands

- *Paper Bands* are packaged in 10s and 5s. The division overage shipment will contain 10 paper bands per active school. The school boxes will contain one paper band per every 15 students based on participation counts.
- After testing, *Paper Bands* are used to bundle the *Header Sheet* and answer documents for return to Pearson. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

Returning Testing Materials

Scorable Materials

- A supply of additional (**new**) boxes will be provided in both shipments of division overage non-secure materials and schools’ non-secure materials. These new boxes should be used to return scorable answer documents to Pearson.
- Make sure the Pearson address labels used for **return** of test materials are for “Summer 2008 *Non-Writing* Administration.” Using leftover labels from other administrations will delay results for your scorable materials and receipt of the division’s verification report for non-scorable secure materials.
- Use the Pearson return labels for scorable materials located inside the Red Vinyl Folder within the Shipment of Summer 2008 SOL Non-Writing Non-Secure materials.

Non-Scorable Materials

- Use the Pearson return labels for non-scorable secure materials located inside the Red Vinyl Folder within the shipment of Summer 2008 *Non-Writing* Secure – Division Overage materials.

How to Report Problems on SOL Tests

- The *Examiner’s Manuals* instruct Examiners and Proctors to report to the STC problems or concerns that students have regarding a suspected error on an SOL test. The Examiner or Proctor should not discuss the test item(s) or answer options with the students or between each other. The STC should report the problem to the DDOT. This information should **not** be communicated via e-mail. Only the DDOT should notify the Virginia Department of Education of any reported errors or concerns by phone, fax, or via the Single Sign-on for Web Systems (SSWS). For more detailed information refer to Section 5.10.

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DDOT TESTING CHECKLIST

Activities Before Test Administration		Mode
<input type="checkbox"/>	1. Receive PEMSolutions login ID from Pearson (if not already received) and set up password. Supply STCs and Project Managers with login ID.	Paper/Pencil Online
<input type="checkbox"/>	2. Carefully read this <i>Test Implementation Manual</i> , as well as any directions from the Virginia Department of Education. Review the Summer 2008 <i>DDOT Testing Planner</i> (Table 1) for all critical dates.	Paper/Pencil Online
<input type="checkbox"/>	3. Receive login ID and password for PEMSolutions Training Center.	Online
<input type="checkbox"/>	4. Determine with your Project Manager the division's online test schedule (number of concurrent tests, number of sessions each day, number of available labs/computers, etc.) based on the number of students testing and School Readiness Certification results.	Online
<input type="checkbox"/>	5. Submit School Readiness Certification to VDOE (if not currently on file) for any school participating in online testing.	Online
<input type="checkbox"/>	6. Train all School Test Coordinators (STCs).	Paper/Pencil Online
<input type="checkbox"/>	7. Assist STCs in identifying students who will be tested.	Paper/Pencil Online
<input type="checkbox"/>	8. Register students for testing via a Student Data Upload File or by hand-entering their information in PEMSolutions.	Paper/Pencil Online
<input type="checkbox"/>	9. Return the completed <i>School Division Test Security Agreement</i> to Pearson no later than the end of the first week of the division's testing window.	Paper/Pencil Online
<input type="checkbox"/>	10. Receive schools' orders of Pre-ID labels and distribute to STCs.	Paper/Pencil
<input type="checkbox"/>	11. Make sure that STCs and Examiners understand which test accommodations are and are not available for students with disabilities and LEP students.	Paper/Pencil Online
<input type="checkbox"/>	12. Distribute secure SOL test booklets to each STC no more than 96 hours (four school days) prior to the date the school is to begin testing.	Paper/Pencil
<input type="checkbox"/>	13. Verify that designated personnel have the necessary number of copies of the <i>Web-Based Test Directions</i> manual for each test and session being administered.	Online
<input type="checkbox"/>	14. Verify that each STC or designated staff member has created Test Sessions (including Read-Aloud Sessions) within PEMSolutions.	Online
<input type="checkbox"/>	15. Assign STCs access to "Get Authorizations – Seal Codes" (the ability to print student test tickets, Examiners' test tickets, and seal codes). These tickets should be printed no more than 4 days prior to the test window start date and must be stored in a secure location until needed.	Online
<input type="checkbox"/>	16. Verify that all students testing online have had the opportunity to view the TestNav™ Tutorial or complete a training test prior to starting an online SOL test. Students may also view eTools Live to become more familiar with the tools available in TestNav™.	Online

DDOT TESTING CHECKLIST, continued

Activities During Test Administration		Mode
<input type="checkbox"/>	1. Be available during your schools' testing sessions to answer questions and resolve problems.	Paper/Pencil Online
<input type="checkbox"/>	2. Assist STCs in identifying and resolving testing irregularities.	Paper/Pencil Online
<input type="checkbox"/>	3. Ensure that STCs are prepared and have sufficient materials to administer make-up sessions.	Paper/Pencil
<input type="checkbox"/>	4. Confirm the method Examiners will use to verify students' attendance the day of testing. If desired, print the student list for each test session.	Online
<input type="checkbox"/>	5. Ensure that any test form to be Proctor Cached is pre-cached.	Online
<input type="checkbox"/>	6. If necessary, start and stop test sessions.	Online
<input type="checkbox"/>	7. Determine students who are eligible for make-up tests and expedited retakes.	Paper/Pencil Online
Activities After Test Administration		Mode
<input type="checkbox"/>	• Remove the PEMSolutions "Get Authorizations – Seal Codes" role from all STCs.	Online
<input type="checkbox"/>	• Purge all test forms from the Proctor Caching server that were pre-cached.	Online
<input type="checkbox"/>	• If applicable, finalize student demographics and test-specific information from the Summer 2008 Administration. Be sure that the RETEST flag is selected on the Test Assignment screen for <i>every</i> student who was retaking the test for verified credit.	Paper/Pencil Online
<input type="checkbox"/>	• Verify receipt of all test materials from all STCs.	Paper/Pencil
<input type="checkbox"/>	• Receive and verify all scorable answer documents.	Paper/Pencil
<input type="checkbox"/>	• Pack and ship all scorable answer documents to Pearson no later than the last day of the division's testing window.	Paper/Pencil
<input type="checkbox"/>	• Receive, pack, and ship all secure, non-scorable test booklets, including all Special Test Forms Kits to Pearson, no later than 10 school days after the end of the division's testing window.	Paper/Pencil
<input type="checkbox"/>	• Verify receipt of all required SOL forms/documentation from all STCs.	Paper/Pencil Online
<input type="checkbox"/>	• Return a signed <i>School Division Affidavit</i> (Appendix A) to the Virginia Department of Education no later than 2 weeks after the end of the division's testing window.	Paper/Pencil Online
<input type="checkbox"/>	• Review final disposition of all test materials: scorable answer documents, secure test booklets, forms and documentation, and other non-scorable materials.	Paper/Pencil Online

STC PAPER/PENCIL TESTING CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Test Implementation Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your DDOT.
<input type="checkbox"/>	2. Train Examiners.
<input type="checkbox"/>	3. Assist teachers and Examiners in identifying students who will be tested.
<input type="checkbox"/>	4. Make certain that suitable testing sites are available.
<input type="checkbox"/>	5. Schedule all test sessions in your school.
<input type="checkbox"/>	6. Select Examiners, determine the size of each testing group, and determine whether use of Proctors will be necessary.
<input type="checkbox"/>	7. Collect a signed <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> from each Examiner and Proctor.
<input type="checkbox"/>	8. Receive non-secure materials directly from Pearson and verify quantities no later than 5 days after receipt of materials.
<input type="checkbox"/>	9. Receive the school's Pre-ID labels from the DDOT.
<input type="checkbox"/>	10. Review the use of Pre-ID labels and completion of fields not included on Pre-ID labels.
<input type="checkbox"/>	11. Make sure that teachers and Examiners understand which test accommodations are and are not available for students with disabilities and LEP students.
<input type="checkbox"/>	12. Receive secure materials from your DDOT.
<input type="checkbox"/>	13. Be prepared to print the Proctor Authorization and Student Authorization Tickets for each test session. These tickets should be printed no more than 4 days prior to the test window start date and must be stored in a secure location until needed.
Activities During Test Administration	
<input type="checkbox"/>	1. Before each testing session, ensure that all Examiners have appropriate materials for testing. Refer to the applicable <i>Examiner's Manual</i> for this information.
<input type="checkbox"/>	2. On each day of testing, check out secure test materials to Examiners and collect all materials at the end of each testing session.
<input type="checkbox"/>	3. Monitor all testing sessions.
<input type="checkbox"/>	4. Assist Examiners in identifying and resolving testing irregularities.
<input type="checkbox"/>	5. Verify students who are eligible for make-up tests and expedited retakes.

STC PAPER/PENCIL TESTING CHECKLIST, continued

Activities After Test Administration	
<input type="checkbox"/>	1. Ensure that make-up test sessions are properly administered.
<input type="checkbox"/>	2. Ensure that expedited retake tests are properly administered.
<input type="checkbox"/>	3. Verify scorable materials received from Examiners.
<input type="checkbox"/>	4. After all testing sessions have been completed, verify receipt of all test materials from all Examiners.
<input type="checkbox"/>	5. Assemble and deliver all scorable test materials to your DDOT.
<input type="checkbox"/>	6. Assemble and deliver all non-scorable test materials to your DDOT.
<input type="checkbox"/>	7. Dispose of all other test materials according to local directions.
<input type="checkbox"/>	8. Prepare and transmit SOL affidavits and test security agreements as directed by the DDOT.

Table 1. DDOT Paper/Pencil Testing Planner

NOTE: The DDOT Paper/Pencil Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

	Activity	DDOT	STC (Determined Locally)	Examiner (Determined Locally)
<input type="checkbox"/>	Register students for testing via a Student Data Upload File.	Prior to student testing		
<input type="checkbox"/>	Receive division’s overage non-secure test materials from Pearson (Section 4.14.1).	4 weeks prior to testing window	N/A	
<input type="checkbox"/>	Monitor schools’ direct receipt of non-secure test materials (Section 4.14.2).	4 weeks prior to testing window		
<input type="checkbox"/>	Receive and inventory schools’ cartons and division overage of secure test materials and schools’ cartons of Special Test Forms Kits (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered.	2 weeks prior to testing window	N/A	
<input type="checkbox"/>	Distribute Pre-ID labels to STCs	Weekly		
<input type="checkbox"/>	Complete the division’s inventory of all secure test materials.	NO LATER THAN 7 days after receipt of materials		
<input type="checkbox"/>	Return the completed <i>School Division Test Security Agreement</i> to Pearson by fax to 1-319-358-4298 (Appendix A).	NO LATER THAN end of first week of testing window		
<input type="checkbox"/>	Oversee the division’s administration of the SOL tests.	Testing windows set by division		
<input type="checkbox"/>	Ship scorable answer documents to Pearson in Iowa City, Iowa .	NO LATER THAN the last day of the division’s testing window		
<input type="checkbox"/>	Ship non-scorable secure materials to Pearson in Iowa City, Iowa , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes.	NO LATER THAN 10 school days after the end of testing window		
<input type="checkbox"/>	Return the <i>School Division Affidavit</i> to the Virginia Department of Education by fax to 1-804-371-8978.	NO LATER THAN 2 weeks after end of testing window		

Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment no later than the date(s) reported to Pearson.

Table 2. STC Paper/Pencil Testing Planner

NOTE: The STC Paper/Pencil Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

	Activity	STC (Determined Locally)	Examiner (Determined Locally)
<input type="checkbox"/>	Receive non-secure test materials from Pearson (Section 4.14.2).	4 weeks prior to testing window	
<input type="checkbox"/>	Receive schools’ cartons of secure test materials and school’s Special Test Forms Kits (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered from DDOT.	Within 96 hours of test date	
<input type="checkbox"/>	Complete your inventory of all secure test materials; contact the DDOT if more materials are needed.	NO LATER THAN 2 days after receipt	
<input type="checkbox"/>	Receive Pre-ID labels from the DDOT and prepare the students’ answer documents as directed by the DDOT.	Weekly	
<input type="checkbox"/>	Oversee your school’s administration of the SOL tests.		
<input type="checkbox"/>	Verify, bundle, and pack scorable answer documents in “new” boxes from Pearson ; return to the DDOT as directed.		
<input type="checkbox"/>	Verify and pack non-scorable secure materials , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes; return to the DDOT as directed.		
<input type="checkbox"/>	Forward the <i>School Affidavit</i> to the DDOT as directed.		

Students who are absent on test dates should be provided with an opportunity during the division’s make-up period to take the test(s) they missed. You will be responsible for arranging sufficient and appropriate make-up administrations within the school and ensuring that all scorable answer documents are returned to you in time for shipment no later than the date(s) specified by the DDOT.

Table 3. Required Technology

It is assumed that prior to reviewing the *Technology* checklist, the network and equipment being used for online SOL testing meets the minimum requirements as outlined in *TestNav Technology Guidelines* available in PEMSolutions at

www.pearsonaccess.com/cs/Satellite?pagename=Pearson/QuickLink/va

and the performance of your network has been tested for online testing. Performance testing may have included multiple concurrent administrations of the PEMSolutions Training test.

Technology	
<input type="checkbox"/>	Verify that the performance of your Internet connection across all schools conducting online testing is consistent with expected levels of performance. One tool that may be used is available at http://www.dslreports.com/stest .
<input type="checkbox"/>	Alert your Internet Service Provider to your online SOL testing window and confirm that no scheduled maintenance or outages are planned during that entire window.
<input type="checkbox"/>	Verify, as needed, that no high bandwidth network activity other than online SOL testing will be occurring during the online testing window.
<input type="checkbox"/>	Verify that the PEMSolutions administrative functions are accessible (with appropriate Login ID and Password) from within the school network(s) and those computers from which administrative functions will be accessed include Adobe Acrobat Reader®, version 5.x or higher.
<input type="checkbox"/>	Verify that the most recent version of TestNav™ is accessible at all workstations to be used for testing . TestNav™ may be installed locally at each workstation or accessed via a shortcut to a single installation on a file server. To verify the TestNav™ version, launch TestNav™ and type http://www.9etest.pearson.com/VAP/ in the address box. After clicking <i>Go</i> , the login screen will appear. In the bottom right-hand corner of the login screen, you should see the version number 6.4.nnn. If that version number does not appear, run the TestNav™ installation (on the PEMSolutions Resources > Download screen) to upgrade your TestNav™ to the latest version.
<input type="checkbox"/>	If a proxy server is in use, verify that <u>all</u> TestNav™ installations include any necessary edits to the “proxy settings properties” file. (Refer to the <i>PEMSolutions TestNav™ Technology Guidelines</i> .)
<input type="checkbox"/>	Verify connectivity among the following: computers to be used for training, the TestNav™ application, any intermediate network devices (i.e., proxy servers, caching servers, Internet content filters, firewalls, etc.) and the PEMSolutions Web sites (protocols: http and https, ports: 80 and 443). Specific IP addresses and their associated name resolutions are included in the <i>PEMSolutions TestNav™ Technology Guidelines</i> (see “Intermediate Network Devices”). To verify connectivity, you must be able to log into the Training Center and browse within Manage Test Sessions, Student Registration, etc. In the Virginia Training Center, create a sample student and test session. Generate a test ticket for that student (via the “Authorizations” function on the Session Details screen). Then Launch TestNav™ and log into a Training Test. (The test ticket includes the URL, Login ID, Password, and test code needed to log into a Training Test and is valid for only one login.) To verify connectivity, you must be able to log into TestNav™ and view training test items.
<input type="checkbox"/>	Verify that any applications that take over the computer causing TestNav™ to close (such as screen savers, scheduled virus scans, e-mail with auto message notification, power management software on laptops, etc.) have been disabled on the workstations being used for online testing. If in doubt about an application’s effect on TestNav™, test that application prior to online SOL testing using a Training Test.
<input type="checkbox"/>	If utilizing wireless network connections for online SOL testing, ensure that all computers can effectively communicate with their access point from the same location(s) where they will be testing .
<input type="checkbox"/>	If utilizing laptops powered only by battery, ensure all batteries have been tested and completely charged. Verify that a plan has been developed for recharging batteries throughout the online testing window. (Low batteries can cause laptops to drop their network connections prior to shutting the computer down.)

1. USE OF THIS MANUAL FOR THE SUMMER 2008 ADMINISTRATION

The *Test Implementation Manual* describes procedures that the Division Director of Testing (DDOT) and School Test Coordinator (STC) should follow before, during, and after administration of the Summer 2008 Standards of Learning (SOL) *Non-Writing* tests.

This manual includes the following information:

- test administration schedule
- school division responsibilities for SOL testing
- procedures for the online administration of SOL Web-based assessments in the available subject areas
- DDOT/STC responsibilities before, during, and after each testing session
- steps for organization and return of test materials after testing is completed

You must become familiar not only with this manual but also with the *Examiner's Manuals* for the Literacy and Numeracy (Grade 8 *Reading* and *Mathematics*) tests, End-of-Course (EOC) subject area tests, *Web-Based Test Directions*, *Student Data Upload File Requirement*, and the PEMSolutions *Virginia Standards of Learning Assessments User's Guide* at

www.pearsonaccess.com/va

The *Examiner's Manuals* and the *Web-based Test Directions* include specific directions for administering the SOL subject area tests. Directions for the administration of Special Test Forms are also contained in the *Examiner's Manuals*. Take particular care to read all testing materials and to provide in-depth training to school division personnel who are responsible for the administration of the SOL *Non-Writing* tests. Refer to the list of 2008 Summer *Non-Writing* tests below.

Additionally, the *2007–2008 Virginia SOL Assessments Resource Manual* contains detailed reference information for test administration that may be useful before, during, and after testing. This manual is available on the Virginia Department of Education's Web site at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

The following tests are included in the Summer 2008 Non-Writing test administration.

Standards of Learning Tests	Testing Modes Available	
	Paper/Pencil	Online
Grade 8 <i>Reading</i> -1995 (cumulative); 2002 (grade-level)	X	2002 (only)
Grade 8 <i>Mathematics</i> -1995 (cumulative); 2001 (grade-level)	X	2001 (only)
Grade 8 <i>Plain English Mathematics</i> – 1995 (cumulative); 2001 (grade-level)	X	2001 (only)
EOC <i>English: Reading</i> (1995, 2002)	X	X
EOC <i>Algebra I</i> (2001)	X	X
EOC <i>Algebra I Plain English Mathematics</i> – 2001	X	X
EOC <i>Geometry</i> – 2001	X	X
EOC <i>Algebra II</i> – 2001; 2001 Revised	X	X
EOC <i>Virginia and United States History</i> – 2001	X	X
EOC <i>World History I</i> – 2001	X	X
EOC <i>World History II</i> – 2001	X	X
EOC <i>World Geography</i> – 2001	X	X
EOC <i>Earth Science</i>	X	X
EOC <i>Biology</i>	X	X
EOC <i>Chemistry</i>	X	X

EOC=End-of-Course

2. SUMMER 2008 SOL *NON-WRITING* TEST SCHEDULE

Unlike the SOL *English: Writing* test that is administered statewide on specific dates, each school division is to administer these SOL tests within its own established “testing windows.” The DDOT and STC must work together to establish dates and times for testing in the schools and to ensure that all Test Examiners are advised of their school’s specific test dates and times.

Each school’s test schedule must allow opportunities for make-up sessions to be held prior to the close of the division’s testing window. STCs are responsible for arranging make-up administrations for all students who require them and who will be in attendance during the testing window. Make sure that this is done in all schools. Testing dates, including make-up sessions, must allow for all scorable answer documents to be returned to the DDOT in time to ship answer documents to Pearson in Iowa City, Iowa, by the published due date(s).

For the Summer 2008 SOL *Non-Writing* Tests Administration, the DDOT and STC planners for major activities for paper/pencil testing are presented in Tables 1 and 2. Note that specific statewide dates cannot be given due to the variations in testing windows across divisions. **You must determine the division’s specific activity dates based on the guidelines presented in these tables.**

3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- Project Manager (PM)—(for online testing only)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a DDOT. The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson. The DDOT has divisionwide responsibility for maintaining the security of test materials, implementation of SOL test procedures, and providing appropriate training for STCs and school administrators. DDOTs are to take particular care in reading all test administration materials. Additionally, DDOTs are to inform key instructional leaders, such as directors of instruction and special education and Title I and Title III coordinators, of testing policies, guidelines, and procedures. Any questions the DDOT has regarding the SOL test administration are to be directed to the Pearson Support Center or the Division of Student Assessment and School Improvement.

Project Manager

Each division has designated a Project Manager. The Project Manager has divisionwide responsibility for the testing infrastructure needed for Web-based functionality and online testing. Project Managers are to take particular care in reading all Web-based test administration materials. Any questions the Project Manager has regarding the SOL Web-based functionality are to be directed to the Pearson Support Center or the Division of Student Assessment and School Improvement. Any questions regarding the SOL test administration are to be directed to the DDOT.

School Test Coordinator

Each school has designated an STC. The STC serves as the point of contact between the school and the DDOT. The STC has school-wide responsibility for maintaining the security of test materials, implementing SOL test procedures, and providing appropriate training for Examiners/Proctors and other school personnel involved in the test administration. STCs are to take particular care in reading all test administration materials, and are to inform all school staff of testing policies, guidelines, and procedures. Any questions the STC has regarding the SOL test administration are to be directed to the DDOT.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL test(s) according to the procedures outlined in the *Examiner's Manual* and/or in the *Web-based Test Directions* and for maintaining the security of test materials. Any questions the Examiners have regarding the SOL test administration are to be directed to the STC.

4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING

Before testing, review the *Test Implementation Manual*, *Examiner's Manuals*, *Web-based Test Directions*, *Virginia Standards of Learning Assessments User's Guide*, *PEMSolutions TestNav Technology Guidelines*, and the *Student Data Upload File Requirements* so that you are familiar with the responsibilities of all testing personnel.

4.1 Train School Test Coordinators

- DDOT** ☒ Provide appropriate training to the division's STCs and school administrators based on information in the manuals and in other pertinent sources.
- ☒ Address the training topics listed below.
- STC** ☒ Attend the training that the DDOT will provide in regard to the school division's administration of SOL *Non-Writing* tests.

TRAINING TOPICS FOR SCHOOL TEST COORDINATORS	
Paper/Pencil Tests and Online Tests	Online Tests
<ul style="list-style-type: none"> Identifying responsibilities of STCs and Examiners/Proctors for the administration of the SOL <i>Non-Writing</i> tests Testing schedules, make-up sessions, and return of all test materials to the DDOT in accordance with deadlines 	<ul style="list-style-type: none"> Determining test forms to be pre-cached
<ul style="list-style-type: none"> Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i>; reviewing local policies to ensure students have no access to cell phones or other electronic devices during testing 	<ul style="list-style-type: none"> Accessing and printing Proctor Authorization Tickets and Student Authorization Tickets (test tickets) Seal Codes (if applicable)
<ul style="list-style-type: none"> Reviewing guidelines for participation of LEP students and students with disabilities 	<ul style="list-style-type: none"> Creating, starting, and stopping test sessions
<ul style="list-style-type: none"> Applying Pre-ID labels to answer documents* 	<ul style="list-style-type: none"> Marking tests complete to account for students
<ul style="list-style-type: none"> Arranging for testing sites 	<ul style="list-style-type: none"> Resuming exited students
<ul style="list-style-type: none"> Resolving testing irregularities 	<ul style="list-style-type: none"> Understanding Early Warning System procedures
<ul style="list-style-type: none"> Handling emergencies 	<ul style="list-style-type: none"> Accounting for all students currently enrolled in a course requiring an SOL test
<ul style="list-style-type: none"> Encouraging students to mark responses on the answer document as each item is completed instead of marking their answers in the test booklet and then transcribing answers to the answer document* 	<ul style="list-style-type: none"> Removing authorizations from users at the appropriate times
<ul style="list-style-type: none"> During testing, moving students and testing materials to an alternate location 	Administering the Online Training Tests
<ul style="list-style-type: none"> After testing, completing the students' answer documents for Field H, Testing Status, and Field I, Special Test Accommodations, as applicable* 	
<ul style="list-style-type: none"> After testing, adding test-specific data in PEMSolutions 	
<ul style="list-style-type: none"> After testing, preparing the <i>Header Sheets</i> and <i>Paper Bands</i>* 	
<ul style="list-style-type: none"> After testing, verifying, organizing, packing, and returning scorable and non-scorable materials * 	
<ul style="list-style-type: none"> Students testing in the summer from schools outside the division 	
<ul style="list-style-type: none"> Returning all test materials to the DDOT in accordance with deadlines* 	
<ul style="list-style-type: none"> Retaining and disposing test materials according to division guidelines 	
<ul style="list-style-type: none"> Training of Examiners and Proctors; preparing the entire school staff for the test administration 	

* Paper/Pencil Tests Only

4.2 Train Examiners/Proctors

- STC** ☒ Provide appropriate training to the school's Examiners and Proctors based on information in the testing manuals, local directions received from your DDOT, and other pertinent sources. Prepare the entire school staff for the test administration.
- ☒ Address training topics listed in the following chart.

TRAINING TOPICS FOR EXAMINERS/PROCTORS	
Paper/Pencil Tests and Online Tests	Online Tests
<ul style="list-style-type: none"> Identifying responsibilities of Examiners and Proctors Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiner's/Proctor's)</i> and the Virginia General Assembly Legislation on test security; reviewing local policies to ensure students have no access to cell phones or other electronic devices during testing 	<ul style="list-style-type: none"> Using the TestNav™ application Reviewing procedures for the Early Warning System
<ul style="list-style-type: none"> Testing schedule Preparing students for testing Preparing the testing site appropriately Verifying, and documenting the number of test booklets on the <i>Assembly ID Sheets</i> before distributing to students* Providing accommodations for eligible students Using ancillary test materials Applying Pre-ID labels* Using classroom Proctors and/or Interpreters (if necessary) Administering SOL testing under standardized conditions using the <i>Examiner's Manuals</i> or the <i>Web-Based Test Directions</i> Monitoring students during testing Identifying and reporting testing irregularities Handling emergencies Encouraging students to mark responses on the answer document as each item is completed instead of marking their answers in the test booklet and then transcribing answers to the answer document* During testing, moving students and testing materials to an alternate location Reviewing procedures for students not tested After testing, inspecting and verifying secure materials* After testing, organizing and returning all testing materials* Students testing in the summer from schools outside the division. 	<ul style="list-style-type: none"> Returning of test tickets after testing

* Paper/Pencil Tests Only



IMPORTANT: Examiners may review the *Examiner's Manual/Web-Based Test Directions* before the day of testing. In the distribution of manuals, include itinerant vision teachers or homebound teachers who will be administering any of the SOL tests to students who are in your school or who are homebound.

- STC** ☒ If used, it may be necessary to collect the *Examiner's Manuals/Web-based Test Directions* after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

ONLINE

- DDOT** ☒ The responsibilities assigned to Examiners for online testing are pre-determined and are outlined in the *Roles and Permissions* documents on the Resource page within PEMSolutions. Examiners will only be responsible for starting and monitoring test sessions, resuming tests, and notifying the STC of absences or exited students. The training of Examiners for online testing should consist of using the TestNav™ application to complete a training test, using eTools, working in the PEMSolutions Manage Test Sessions, and observing the Early Warning System.

4.3 Online Student Training

There are training tests available on the PEMSolutions Training Center for students who will be participating in online testing this summer. The training test will provide students an opportunity to practice navigating through the test and become familiar with the tools and buttons within the test delivery application, TestNav™. The training tests are NOT scored and will not affect the test scores or graduation status of any student.

- STC** ☒ To administer the training test to students, using the PEMSolutions Training Center, refer to the *Virginia Standards of Learning Assessments User's Guide*, located on the Support Page of PEMSolutions, for step-by-step instructions to create groups, students, and sessions as outlined below.
- ☒ A TestNav™ tutorial is available for students to view prior to using the TestNav™ test delivery system. The tutorial is a downloadable software application and may be accessed on the Support Tab of the Virginia PEMSolutions home page. No Login ID or Password is required, and after the initial download is completed, no Internet connection is necessary to use the software. The TestNav™ tutorial displays the tools and navigation buttons available in the Web-based testing system and provides an overview of the TestNav™ test delivery system.
- ☒ The eTools™ Live application is a downloadable software application that provides students the opportunity to practice using different eTools™ available within various online Virginia SOL assessments. The software may be accessed on the Support Tab of the Virginia PEMSolutions home page. No Login ID or Password is required, and after the initial download is completed, no Internet connection is necessary to use the software. Students may practice using the highlighter, eraser, choice eliminator, four-function calculator, the Periodic Table of the Elements, compass, straightedge tool, and ruler. The questions presented in eTools™ Live are not scored or reported and they are NOT Virginia SOL test items.
- ☒ The Electronic Practice Assessment Tools (ePAT) application is a downloadable software application that simulates an online testing environment by presenting previously used, released Virginia SOL test items within the TestNav™ online testing software. The ePAT Launcher and the various released SOL tests may be accessed on the ePAT Tab of the Virginia PEMSolutions home page. No Login ID or Password is required, and after the ePAT Launcher and the various released SOL tests are downloaded, no Internet connection is necessary to use the software. The audio ePAT of these released tests closely mirrors how an online audio SOL test is administered to students with disabilities or limited English proficient students who require an audio accommodation.

Each student will experience the ePAT application in much the same way as an online SOL assessment. However, after submitting responses at the end of a practice test, an ePAT Results screen will appear for the student. This screen will display a list of the items, the student's responses, and the correct responses. The total number of items the student answered correctly will be displayed on the screen. This number does not represent a scaled score nor should it be associated with a scaled score, and therefore it should not be interpreted as a passing or failing score on an SOL test.

4.4 Identify Students to Be Tested

The Summer 2008 SOL *Non-Writing* test administrations are designed to accommodate the following groups of students:

1. Students who will complete the following credit-bearing classes in the summer semester:
 - High school English classes which have covered the grades 9–11 English SOL (*English: Reading* test)
 - Algebra I
 - Geometry
 - Algebra II
 - Biology
 - Earth Science
 - Chemistry
 - Virginia and United States History
 - World History I
 - World History II
 - World Geography
 2. Students in the ninth grade class of 2001–2002 and beyond who wish to retake an EOC SOL test that they failed. These students do not have to be enrolled in a course to take a test. Their participation is optional.
 3. Students in grades 9–12 for the 2008-2009 school year who are pursuing a Modified Standard Diploma may take the Grade 8 *Reading* and *Mathematics* tests to meet the literacy and numeracy requirements for this diploma. These students may take either the Grade 8 *Reading* or *Mathematics* grade-level tests or the cumulative tests.
 4. Students who failed a Grade 8 *Reading* or *Mathematics* test or an End-of-Course *English: Reading* or *Mathematics* test in 2007-2008 and participated in a remediation recovery program may retake the applicable test(s).
 5. Students who are classified as Term Graduates and require test scores early in order to graduate by August 31, 2008.
 6. Students who have already left school and are returning to take the SOL test(s) to earn verified credit, and/or students who are beyond school age but return to take an SOL test for verified credit. Such students may be enrolled in a class within an adult education program.
- ☒ Determination as to how students with disabilities and LEP students will participate in the SOL *Non-Writing* tests should be made in accordance with the following guidelines:
- *Limited English Proficient Students: Guidelines for Participation in the Virginia Assessment Program*
 - *Procedures for the Participation of Students with Disabilities in Virginia's Accountability System*

Both of these reference documents are located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

- ☒ The *Plain English* versions of the Grade 8 *Mathematics* (numeracy) test and EOC *Algebra I* test are available for LEP students who are classified as level 1 or level 2 of English language proficiency, and all LEP students regardless of their English language proficiency level during their first year of enrollment in a U.S. school. Students with disabilities may also qualify for this test based on their Individualized Education Programs (IEPs) or 504 management plans.



IMPORTANT: Most students who are taking the EOC *English: Reading* test will be administered the test based on the 2002 English SOL. These test booklets are packaged with Assembly ID Sheets that indicate "02."

However, students that passed the coursework for the English SOL for grades 9–11 previously but

failed the test prior to fall 2005 are eligible to retake the test that measured the 1995 English Standards for verified credit. These test booklets are packaged with Assembly ID Sheets that indicate "95." The same answer document is used for the administration of test forms measuring the 1995 and 2002 EOC English: Reading standards.

Most students who are scheduled to take the EOC Algebra II test will be administered the test based on a revised blueprint measuring 2001 Standards. These test booklets are packaged with Assembly ID Sheets that indicate "01 rev."

However, students who passed the coursework for Algebra II, but failed the test prior to fall 2005, are eligible to retake the Algebra II test for verified credit based on the original blueprint. These test booklets are packaged with Assembly ID Sheets that indicate "01." The same answer document is used for the administration of test forms measuring the Algebra II 2001 and Algebra II 2001 (Revised) standards.

4.5 Register Students for Testing

All Students should be registered for testing as directed by the DDOT either via a Student Data Upload File or manually hand-entered within PEMSolutions.

- DDOT** ☒ For further instructions and details on how to submit a Student Data Upload File, refer to the Student Data Upload File Requirements document located online within PEMSolutions at

www.pearsonaccess.com/cs/Satellite?pagename=Pearson/QuickLink/va

- STC** ☒ Inform the DDOT if you have any new students.

4.6 Determine Where Tests Will Be Administered

- STC** ☒ Make arrangements for appropriate physical conditions for testing. Testing rooms/labs should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet, an answer document, and scratch paper. Crowding should be minimized and seating arranged to discourage students from copying.

- ONLINE** ☒ For online testing, each student should have enough work surface for scratch paper in addition to the computer workstation. Crowding should be minimized and seating arranged to discourage students from copying. It may be helpful to provide blinders (in the form of file folders or tri-fold project display boards) between each computer monitor or to alternate the subject area test being administered on each computer.

It may be helpful to provide Examiners with "TESTING IN PROGRESS: DO NOT DISTURB" signs to be placed on their doors.

- ☒ Students who are absent on the school's established SOL test date(s) must be given an opportunity to take any missed test on a make-up basis. A time and location must also be arranged for each necessary make-up session.

- ONLINE** ☒ It is recommended that the division create make-up test sessions in the online system before testing begins. Doing so will allow you to quickly and easily move an absent student to the make-up session.

4.7 Schedule the School's Testing Sessions

The SOL Non-Writing tests administration takes precedence over other scheduled school activities.

- DDOT** ☒ All testing sessions for the school division must be scheduled within the division's testing window. Should you need to adjust the testing window, notify the Pearson Support Center immediately.

ONLINE ☒ DDOTs, Project Managers, and STCs should work together to determine the online test schedule. Some things to consider include:

- number of concurrent tests your network can successfully manage
- number of online test sessions your schools will offer each day
- number of available labs/computers
- number of students participating in online testing as well as the results of your Stage II Certification will assist you in determining the online testing schedule



IMPORTANT: The PEMSolutions system will NOT be available from 9:00 PM Tuesdays–6:00 AM Wednesdays and 9:00 PM Thursdays–6:00 AM Fridays (Central Time) for system maintenance and scheduled upgrades. Please take these weekly downtimes into consideration to avoid scheduling conflicts. If the system must be taken offline at times other than those listed above, Pearson will notify all school divisions.

☒ If a school plans to administer online SOL tests after 5:00 PM (Eastern Time), notify Pearson well in advance at VAP@support.pearson.com. Provide the following information:

- Division Name
- School Name
- Date(s) of After Hours Testing
- Time of After Hours Testing

☒ Make-up sessions are to be completed according to the division's schedule as long as the schedule affords each student an adequate opportunity to take missed tests. Additionally, the division's make-up schedule must allow time for assembly and shipment of all scorable answer documents to Pearson by the published due date(s). **Work with the STCs to establish the testing schedule and appropriate make-up testing schedules for their schools.**

STC

- ☒ Schedule testing sessions to avoid interruptions by fire drills or by other school functions.
- ☒ Take into consideration that the SOL assessments are untimed tests. Approximately 75 minutes is expected to be a typical testing time. Students should be afforded as much time as they need to complete the test. Make sure that testing sessions are scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.
- ☒ Each school's testing dates and time for each subject (for paper/pencil and/or online) must be on file with the DDOT. **If a change to testing dates or times occurs, the DDOT must be notified immediately.**
- ☒ Make sure that each school provides students with advance notice of the test dates and schedule.
- ☒ Prior to the first date of testing, develop a plan to accommodate situations in which "allocated" time has elapsed but students have not yet completed the test. For example, these students could be moved to an alternate location such as a library or activity room, or if applicable, a location equipped with computer workstations or an available computer lab, so that they can finish the test.



IMPORTANT: Plans for alternate testing sites should include appropriate test security precautions. If students must be moved to an alternate testing site to complete the test, their test booklets, answer documents, scratch paper, and any other testing materials must be collected by an Examiner or Proctor prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

4.8 Select Examiners and Determine Testing Groups

- STC** ☒ Determine how students will be grouped for testing (e.g., in homerooms, in regular English classes) and which staff members will serve as Examiners.

4.9 Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates the Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, consider the addition of Proctors to the testing session.

It is best that Examiners supervise the testing of no more than 25–30 students on their own. If the group's size exceeds this, one Proctor is recommended for every 25–30 **additional** students.

- STC** ☒ In selecting Proctors, be aware that each must sign the *School Division Personnel Test Security Agreement* noted in Section 4.11. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.
- ☒ If Proctors are not used, arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

4.10 Review Procedures for Ensuring Test Security

The security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. This agreement must be completed and forwarded to the DDOT before access to PEMSolutions or any online or paper/pencil test is administered.

- ☒ Each school division must ensure the security and accountability of all test materials from the time of receipt until all testing is completed. Secure test materials will be shipped and addressed to the DDOT, who has primary responsibility for their security. Refer to information included in all of the SOL testing manuals for procedures pertinent to security of the test environment, student electronic data files, student Pre-ID labels, student online test tickets, configuration of computers, security authorizations, and the receipt, inventory, distribution, and storage of test materials. Security procedures must be followed to ensure complete test security.

WITHOUT EXCEPTION, copies of secure test booklets (including Braille and large-print test booklets, Examiner copies, and audiotapes), students' Pre-ID labels, online test tickets and used answer documents **must** be kept in secure, locked storage at all times when they are not in use in an actual testing session.

- ☒ Review your local security procedures to ensure that students have no access to cell phones or other electronic devices during testing.

4.11 Collect Completed *School Division Personnel Test Security Agreements (Including Examiners and Proctors)*

All persons in the school(s) who will have access to the SOL *Non-Writing* test booklets must read the *Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* before they are given the test booklets. **Note the Virginia General Assembly 2000 legislation regarding test security.** This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials.

Test Security Guidelines and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* are in Appendix A of this manual and in each *Examiner's Manual*.

Division/school personnel involved with both online and paper testing need only sign one test security agreement. **Persons who have not signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* may not be allowed access to any SOL tests.**

- STC** ☒ Make as many copies as necessary of the security agreement forms. Do not use file photocopies from previous years.
- ☒ If applicable, ensure that all Examiners, Proctors, Interpreters, and school staff involved in transcriptions read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.
- ☒ Forward the signed agreements to your DDOT as directed in Section 6.10, Prepare and Transmit SOL Affidavits and Forms.
- DDOT** ☒ Both the DDOT and the division's superintendent must complete and sign the *Division Test Security Agreement* and fax to Pearson **by the end of the first week of the division's testing window**. The agreement, which may be photocopied, is in Appendix A.

ONLINE

4.12 Additional Security Procedures for Online Testing

When a user initially logs in to PEMSolutions (www.pearsonaccess.com/va) to access the Virginia SOL Web-Based Assessments Web site, he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, the user can print and sign this version by clicking the Printer Friendly link on the screen. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they would never log in to the system to view the *Test Security Guidelines* mentioned previously. In this case, a photocopied version of the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* should be made available for testing personnel to sign. (Appendix A)

4.12.1 DDOT Testing Checklist

- DDOT** ☒ DDOTs and Project Managers should review the DDOT Testing Checklist (page xv). Issues such as the security of the test environment, test tickets, starting and stopping test sessions at appropriate times, and the integrity of the computers used during testing are covered in the DDOT Testing Checklist.

4.12.2 Security authorizations

- ☒ When assigning roles and permissions to other users in the division, be sure to refer to the User Roles and Permissions documents on the Resource page within PEMSolutions. It is particularly important to monitor the Get Authorizations – Seal Codes role, which allows a user to print Student Authorization tickets (test tickets), Proctor Authorizations, and Seal Codes. DDOTs have primary responsibility for assigning and removing user roles. Others may have responsibility for assigning and removing user roles for users at the school level as directed by the DDOT. Refer to the DDOT Testing Checklist for important timelines regarding removing user roles.

4.12.3 Student test tickets

- ☒ Any time Student Authorization Tickets (student test tickets) are printed in advance of the testing session (no more than 4 days prior to a test session), they must be kept in secure, locked storage until the actual testing session. Do not start a test session (activating the test tickets) until the morning of the scheduled session. Examiners need to sign out the test tickets the morning of a test session. After a test session, Examiners should be instructed to collect the test tickets from students and return them to the STC.

4.12.4 User roles and permissions

- ☑ Due to the high-stakes nature of the SOL Web-based Assessments, user roles for STCs and Examiners have been established. The DDOT is responsible for creating user roles for STCs in the division. The DDOT may also create user roles for the Examiners in the PEMSolutions system or designate the STC to do so. For details on assigning roles and permissions, please refer to the *Virginia Standards of Learning Assessments User's Guide*. For a list of available roles and their associated PEMSolutions permissions, view the *Roles and Permissions* document that is located on the Resource page within PEMSolutions.

4.13 Provide Special Accommodations During Testing

When taking the SOL tests, students are allowed special accommodations if specified in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. Those involved with administering SOL tests should be familiar with the procedures that must be followed when providing accommodations to students. These are described in detail in Appendix D of this manual and the *Examiner's Manuals* (Appendices C and D).

4.14 Receive and Verify Non-Secure Test Materials

Within the shipments of non-secure test materials, the boxes will contain a Pre-Pack that includes printed *Header Sheets*, paper bands, Return Materials Kit, and other ancillary materials.

4.14.1 DDOT receives and verifies the division's non-secure test materials

- DDOT** ☑ Receive shipments of the **division's non-secure** test materials that will be delivered 4 weeks in advance of the division's testing window.

The division's shipment of Summer 2008 SOL *Non-Writing* Assessments non-secure test materials will include the Return Materials Kit and division overages, extra copies of the *Test Implementation Manual*, *Examiner's Manuals*, and grade-level answer documents in case they are needed by any of the schools in the division, and new boxes for returning scorable materials to Pearson. The non-secure materials included in the division overage represent approximately 15% of the total quantity shipped to schools. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4." The **orange** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels with the division's shipping address. The division overage materials will be shipped in **white** boxes.

The following chart shows the non-secure materials to be received in the division's shipments.

DIVISION'S OVERAGE NON-SECURE MATERIALS	
<input type="checkbox"/>	DDOT cover memorandum (on blue paper located in Box #1)
<input type="checkbox"/>	Division level packing list (located in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Copy of each school's packing list to be received from Pearson for the shipment of non-secure materials (located in Box #1)
SCORABLE RETURN MATERIALS KIT (Red Vinyl Folder)	
<input type="checkbox"/>	Return Instructions Memorandum
<input type="checkbox"/>	Pearson red address labels and FedEx overnight labels or K2 Logistics Bill of Lading next day shipping form for return of scorable answer documents NOTE: Only these labels should be used to return scorable materials. Using leftover labels from other administrations will delay results for your scorable materials.
DDOT PRE-PACK	
<input type="checkbox"/>	Division specific pre-printed <i>Header Sheets</i> (for organizing answer documents for schools within the division.)
<input type="checkbox"/>	Blank <i>Header Sheets</i> (for organizing answer documents for schools outside the division)
<input type="checkbox"/>	Paper bands packaged in sets of 10s and 5s (for securing scorable answer documents)
NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>Non-Writing Test Implementation Manual</i> (for DDOT and STC)
<input type="checkbox"/>	Grade 8 Literacy and Numeracy (combined) and EOC <i>Examiner's Manuals</i>
<input type="checkbox"/>	Grade 8 and EOC subject-specific answer documents packaged in sets of 25s or 5s
<input type="checkbox"/>	Scorable materials return boxes (additional new shipment boxes)

- ☒ Non-secure materials ordered for special situation school(s) (school code – 8888 or quad 8 schools) will be packaged "bulk" and delivered to the division's address. The materials will be boxed separately but delivered at the same time as the division overage non-secure materials. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4". Orange shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials" printed on the labels.
- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the division-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact the Pearson Support Center.

The sequence number (SEQ: XXXXX), unique for each shipment, is located on the address label of each carton and may be used to sort multiple shipments received on the same day. For example: The SEQ number may be used to determine which carton of "2s," "3s," etc. should be counted with the division overage shipment and which cartons should be counted with another shipment received the same day. The Sequence: XXXX is also identified in the footer on each page of the packing list that is located in Box 1 of each shipment. By comparing the SEQ number

on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment.

- ☑ Monitor schools' receipt of non-secure test materials.
- ☑ Contact any STC who has not yet verified receipt of the school's shipment of non-secure materials no later than 1–2 weeks prior to your testing window.
- ☑ Fill requests for additional non-secure materials from STCs by using materials from the division's overage shipment.
- ☑ If requests for additional materials cannot be filled from the division's overage non-secure materials, order additional materials from Pearson as instructed in the cover memorandum with the initial shipment.
- ☑ If you must order extra materials through the additional order function of PEMSolutions, remember that you will order by individual item rather than by package quantity. For example, if the division wants 28 additional test booklets, enter "28" – the system will automatically calculate the need for 3 packs of 10.

ADDITIONAL ORDERS

- There are no automatic overages included with additional items ordered; you will only receive the exact item and number of items ordered. For example, if your division wants 28 additional test booklets, enter "28" as the quantity for its additional order—the system will automatically calculate the need for 3 packs of 10.
- Additional orders will be packaged bulk and delivered to the division's bulk address.
- Additional orders for non-secure and secure materials will be shipped in separate cartons. Cartons with secure materials will be stamped, "*SECURE MATERIALS ENCLOSED*" on the shipping label.
- If the *Header Sheet* is ordered as an additional order, it will not be pre-printed with division name and code or school name and code.

- ☑ Retain all dual purpose cartons in which materials are shipped because they may be used to return non-scorable secure materials to Pearson, Iowa City, IA.



IMPORTANT: All non-secure materials ordered for "special situation school(s)" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4." The **orange** shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.

4.14.2 STC receives and verifies the school's non-secure test materials

Pearson will ship non-secure testing materials to the division's address. Cartons will be packaged by school based on how the material were ordered within PEMSolutions.

- STC** ☑ Receive shipments of the **school's non-secure** test materials.

The school's shipment of non-secure test materials will include the Summer 2008 SOL *Non-Writing* Assessments STC Pre-Pack (pre-printed *Header Sheets*, used for schools within the division, and blank *Header Sheets*, used for schools outside the division, and paper bands), copies of the *Test Implementation Manual*, *Examiner's Manuals*, and answer documents. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4." The **orange**

shipping labels will be located on the top of each box and four sides with school's name and shipping address. By comparing the SEQ number on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment.

These materials are scheduled to arrive 4 weeks in advance of test administration and may be used in the training of Examiners and Proctors.

School shipments will include some extra non-secure materials, representing approximately 5% of the total number of non-secure materials ordered for the school. The following chart shows the non-secure materials to be received in the school's shipments.

SCHOOL'S NON-SECURE MATERIALS	
<input type="checkbox"/>	STC cover memorandum (on yellow paper located in Box #1)
<input type="checkbox"/>	School level packing list (located in Box #1 labeled "Packing List Enclosed")
STC PRE-PACK	
<input type="checkbox"/>	Division-specific pre-printed <i>Header Sheets</i> (for organizing answer documents for schools within the division)
<input type="checkbox"/>	Blank <i>Header Sheets</i> (for organizing answer documents for schools outside the division)
<input type="checkbox"/>	Paper bands packaged in sets of 10s and/or 5s (for securing scorable answer documents)
NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>Non-Writing Test Implementation Manual</i> (for DDOT and STC)
<input type="checkbox"/>	Grade 8 Literacy and Numeracy (combined) and EOC (subject specific) <i>Examiner's Manuals</i>
<input type="checkbox"/>	Grade 8 Reading and Mathematics and EOC subject-area answer documents (packaged in sets of 25s or 5s)
<input type="checkbox"/>	Scorable materials return boxes (additional new shipment boxes)

- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the school-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact your DDOT.

4.15 Receive and Verify Pre-ID Labels

For any student record that is registered for a *Non-Writing* paper/pencil test within PEMSolutions, Pearson will provide a label to apply to each student's SOL answer document. NOTE: Pre-ID labels are student-specific, but not test specific.

The Pre-ID label will carry the following:

- Student Name (Last, First, Middle Initial)
- Date of Birth (DOB)
- Division Code – School Code
- School Name
- Grade
- Pre-ID Number (Pearson use only, located below the bar code)
- State Testing Identifier (STI)
- Gender

- Ethnicity (ETH)
- Disability (DIS)
- LEP Status (LS)
- LEP Proficiency (LP)
- Administration Date and Name

4.15.1 DDOT receipt and verification of school's Pre-ID labels

- ☒ Receive initial shipment of the school division's Pre-ID labels beginning the week of May 26, 2008. Afterwards, additional Pre-ID labels for new records added, revisions to a student's test code, or records corrected will be delivered weekly through the week of September 29, 2008.

Pre-ID labels will be packaged by school in an envelope or a box and shipped to the division. Each package will be labeled with the testing school's name and code. The school packages may be assigned to a larger box. Pearson will supply a *Shipment Package Locator* that will assist in finding a school's package of Pre-ID labels within the division's shipment. Each carton of Pre-ID labels will be numbered sequentially ("1 of 4," "2," "3," and "4 of 4."). The **green** mailing labels will be located on the top of each box and four sides.

DIVISION PRE-ID MATERIALS	
<input type="checkbox"/>	DDOT Cover Memorandum (on blue paper located in Box #1)
<input type="checkbox"/>	Division Packing List and Shipment Package Locator (located in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Copy of each school's Packing List for the shipment of <i>Non-Writing</i> Pre-ID labels (located in Box #1)

SCHOOLS PRE-ID MATERIALS (Packed by School)	
<input type="checkbox"/>	School Packing List (located in the box labeled "Packing List Enclosed")
<input type="checkbox"/>	One set of Summer 2008 <i>Non-Writing</i> Pre-ID labels

- ☒ **Upon receipt:**
- Check to make sure that no cartons have been broken or opened in transit.
 - Reference the *Shipment Package Locator* to verify that all cartons have arrived for all schools that have students registered in PEMSolutions to take a *Non-Writing* paper/pencil test.
- ☒ Carefully review your copy of each school's Pre-ID labels packing list (contained in Box #1 of the division shipment).
- ☒ If a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.15.2 DDOT distribution of *Non-Writing* Pre-ID labels to schools

- DDOT** ☒ Deliver each school's envelope or cartons(s) of Pre-ID labels to the STC before testing and, if applicable, through the week of September 29, 2008.
- ☒ Provide the STC directions for verifying their school's order of Pre-ID labels.
- ☒ Provide STCs the division's timeframe and procedures for preparing students' answer documents with the Pre-ID labels (Appendix C).

4.15.3 STC receipt and verification of school's Pre-ID labels

- STC** ☒ Receive the school's envelope or carton(s) of Summer 2008 *Non-Writing* Pre-ID labels from the DDOT.

The *Non-Writing* Pre-ID labels are sorted in the following order:

- School (school code)
- Level/Subject (i.e., Grade 8 Reading or EOC Algebra I)
- Group Name (if supplied)
- Student's Last Name (alphabetical order)

A page break will occur when either Level/Subject or Group Name changes. A banner title that includes division code, school code, level/subject, and group name (if provided) will be printed on the top two labels when one of these page breaks occurs.

- ☒ Immediately upon receipt of the school's Pre-ID labels, inventory all materials against the *School Packing List/Transmittal Form* for the shipment.
- ☒ Verify that the number of envelopes conveyed on the *School Packing List/Transmittal Form* is indeed correct before signing this form.
- ☒ Follow procedures for preparing the students' answer documents with the Pre-ID label as directed by your DDOT.
- ☒ If you discover a shortage or discrepancy in the shipment of Pre-ID labels, contact your DDOT immediately.
- ☒ Prior to testing, keep the envelope(s) of Pre-ID labels and/or prepared answer documents with Pre-ID labels in a locked location accessible only to you and the school principal.

4.16 Ensure Availability and Distribution of Test Manipulatives

- DDOT** ☒ Test manipulatives listed in Tables 4, 5, and 6 are typically stored in the school division. If you have not already distributed these manipulatives to the schools in your division, you must do so before testing is to begin. Make sure that STCs are aware of the information included in the *Examiner's Manuals* regarding the use of test manipulatives.

- ONLINE** ☒ For online testing, all manipulatives are available on the toolbar in TestNav™ (except for a graphing calculator, scientific calculator, and scratch paper). Only those tools allowed for a given online SOL test are available on the toolbar. The eTools™ Live application (located on the Support page of PEMSolutions) may be used to provide students additional practice with using the online tools. Students must use approved hand-held calculators for online tests requiring scientific or graphing calculators as these are not provided within the tool bar.
- ☒ STCs may distribute the hand-held manipulatives to Examiners prior to testing or on the morning of testing. However, the *Mathematics* formula sheets for Grade 8 and EOC tests and the Periodic Table of the Elements for EOC *Chemistry* are located immediately inside the front cover of the test booklets. You should deliver to Examiners on the morning of testing an extra supply of these materials (for online and paper/pencil tests). Copies of the formula sheets and the Periodic Table of the Elements are available at

www.doe.virginia.gov/VDOE/Assessment/Manipulatives/

Table 4. Allowable Test Manipulatives for Grade 8 Literacy and Numeracy

SOL Test	Scratch Paper	Dictionary ²	Calculator	Protractor or Angle Ruler	Compass	Metric/ Standard Ruler	Formula Sheet	Comments
						Straight- Edge Tool ⁵	Periodic Table of the Elements	
Gr 8 Reading	Yes							
Gr 8 Mathematics	Yes ¹		Approved Scientific Calculators ³ or 4-Function Calculator (cumulative test only)			Yes ⁵	Formula Sheet ⁴	

¹ Acceptable scratch paper includes patty paper, lined paper, and grid paper. For online testing, the use of patty paper, dry erase markers, and transparencies to trace images directly from the computer monitor is strictly prohibited.

² Only a dictionary without a thesaurus may be used; a thesaurus is not allowed (not applicable for non-writing tests).

³ For online testing, students *must* use their hand-held scientific or graphing calculators, as scientific/graphing calculators are not available online.

⁴ For online testing, students *may* choose to use the hand-held test manipulative rather than the online tool.

⁵ For online testing, students *must* use the online version of this test manipulative.

Table 5. Allowable Test Manipulatives for End-of-Course

SOL Test	Scratch Paper	Dictionary ²	Calculator	Protractor or Angle Ruler	Compass	Metric/Standard Ruler	Formula Sheet	Comments
						Straight-edge Tool ⁵	Periodic Table of the Elements	
EOC <i>English: Reading</i>	Yes							
EOC <i>Algebra I</i>	Yes ¹		Approved Graphing Calculator ³			Yes ⁵	Formula Sheet ⁴	
EOC <i>Geometry</i>	Yes ¹		Approved Graphing Calculator ³		Compass ⁵	Yes ⁵	Formula Sheet ⁴	
EOC <i>Algebra II</i>	Yes ¹		Approved Graphing Calculator ³			Yes ⁵	Formula Sheet ⁴	
EOC <i>Earth Science</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵		
EOC <i>Biology</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵		
EOC <i>Chemistry</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵	Periodic Table of the Elements ⁴	
EOC <i>VA US History</i>	Yes							
EOC <i>World History I</i>	Yes							
EOC <i>World History II</i>	Yes							
EOC <i>World Geography</i>	Yes							

¹ Acceptable scratch paper includes patty paper, lined paper, and grid paper. For online testing, the use of patty paper, dry erase markers, and transparencies to trace images directly from the computer monitor is strictly prohibited.

² Only a dictionary without a thesaurus may be used; a thesaurus is not allowed (**not applicable for non-writing tests**).

³ For online testing, students *must* use their hand-held scientific or graphing calculator as scientific/graphing calculators are not available online.

⁴ For online testing, students *may* choose to use the hand-held test manipulative rather than the online tool.

⁵ For online testing, students *must* use the online version of this test manipulative.

NOTE: Copies of the mathematics formula sheets and the Periodic Table of the Elements are available at

www.doe.virginia.gov/VDOE/Assessment/Manipulatives

CALCULATOR USE

The guidelines outlined below should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- The graphing calculator's memory must be reset prior to test administration. Clear all memory contents not built into the calculator's system.
- If students are using other models of calculators than those listed in the chart below, make sure that those calculators' functions do not exceed the specifications of the state-approved models. Otherwise, students will have an unfair advantage over others who are using an approved calculator.

Table 6. State-Approved Calculators

	Calculator Model Types		
	Four-Function	Scientific	Graphing
Grade/Level SOL Test	Any (i.e., add, subtract, multiply, and divide) including one with percent, square root, and +/- sign functions	TI-30XaSEVA CASIO fx-260-School Sharp 501WBBK Sharp EL 501V	CASIO 9860 G CASIO 9750 G CASIO 9750 G Plus CASIO 9850 G ¹ CASIO 9850 G Plus TI-82 ¹ TI-83 TI-83 Plus TI-84 Series TI-84 Plus TI-Nspire ²
Grade 8 <i>Mathematics</i>	Allowed on Grade 8 <i>Mathematics</i> Cumulative Test Only	Allowed on Grade-Level Grade 8 <i>Mathematics</i> Test Only	
End-of-Course <i>Algebra I,</i> <i>Geometry,</i> <i>Algebra II</i>			Allowed
End-of-Course <i>Earth Science,</i> <i>Biology,</i> <i>Chemistry</i>	Allowed	Allowed	Allowed

NOTE: ¹ Because many school divisions have been using these earlier model types in instruction prior to receiving the state's shipment, their usage is allowed on the EOC *Mathematics* tests.

² The TI-Nspire graphing calculator has a *Press-to-Test* mode that must be enabled prior to using it on EOC mathematics and science tests.

4.17 Determine a Method for Completing the Identification Information on the Student Answer Documents

The SOL *Non-Writing* tests' answer documents include demographic Sections 1 and 2 that must be completed for the *Summer 2008 Non-Writing Test Administration*. Samples of the answer documents are in Appendix C and are also included in the *Examiner's Manuals*.

The STC, in consultation with the DDOT, should determine the process that will be used in the school for completing the demographic sections of each student's answer document. Incorporate this method into the training of Examiners and Proctors.

4.18 Coding of Student Demographic Information



IMPORTANT: If students' answer documents are submitted WITH Pre-ID labels, information in Fields B through E should NOT be completed. Any information coded in these fields will not be read by the scanner. If students' answer documents are submitted WITHOUT a Pre-ID label, Fields B through E MUST be completed. A designated adult must complete Field E, State Testing Identifier, before answer documents are submitted for scoring.

All student data uploaded into PEMSolutions using the Student Data Upload procedures may be viewed and/or edited on the appropriate screens in PEMSolutions.

Review the information below and be aware of all required student demographic information that is to be completed on the answer documents before or during testing.

4.18.1 Field A—STUDENT IDENTIFYING INFORMATION

(Complete if Pre-ID labels are used or not available.)

Field A should be completed with identifying information to include student name, teacher, school, school division, gender, grade, date of birth, and test date. This field may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

Fields B, C, and D—STUDENT NAME, DATE OF BIRTH, AND GENDER

(Complete if Pre-ID labels are not available.)

Fields B, C, and D are to be completed with identifying information to include student name, date of birth, and gender. These fields may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

4.18.2 Field E—STATE TESTING IDENTIFIER (STI)

(Complete if Pre-ID labels are not available.)

Examiners or other adults should be encouraged to complete this information prior to student testing. To ensure that the student is distributed his/her answer document, the student's name must be written in Field A, immediately after completing the STI.

All answer documents submitted for scoring must have an STI. The STI is a unique, permanent, 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). If your division has submitted a Student Data Upload file, the 10-digit number will be printed on the Pre-ID label. To obtain the STI for students in the division, the DDOT should consult with the division's EIMS Project Manager. If necessary, the DDOT will provide STCs the students' STI to be hand-entered before bundling the answer document for return to the DDOT.

4.18.3 Field F—FORM

Field F may be completed by students, Examiners, or other adults.



IMPORTANT: *Correct completion of Field F, Form, is essential for correct and accurate scoring.*

FIELD F, Form, is to be completed with the form number of the multiple-choice test booklet that the student is administered. To assist in the identification of test forms, the complete form number printed on the test booklet indicates the following: test level (8 or EOC), subject test code (3-digit number), followed by a dash (-), the beginning “letter” of the subject as appropriate, and four numbers. However, **only** the last four numbers must be entered on the answer document. The letter that represents the test subject is pre-coded in the first column of Field F, Form, as follows:

- “R” for the *Reading* test
- “M” for the *Mathematics* test
- “S” for the *Science* test
- “H” for the *History* test

Following each administration, Examiners should verify that the test form number entered in Field F matches the test booklet which bears that student’s name.



IMPORTANT: *For students taking a Plain English Mathematics test (Grade 8 and Algebra I), in addition to completing Field F, Form, Field I, Special Test Accommodations, **Circle A** must be completed for “Math.”*

4.18.4 Field G—TEST DATE

Field G may be completed by students, Examiners, or other adults.

On the day of the test, Field G, *Test Date*, may be completed. Complete instructions are in the *Examiner’s Manuals*.

4.19 Receive and Verify Secure Test Materials

4.19.1 DDOT receipt and verification of schools’ secure materials

- DDOT** ☒ Receive shipments of the **schools’ secure** test materials that will be delivered approximately 2 weeks prior to the beginning of the division’s testing window.

Each school’s cartons of secure test materials will be numbered sequentially (“1 of 4,” “2,” “3,” and “4 of 4”) but may not begin with Box #1. The **green** labels will be located on the top of each box and four sides. By comparing the SEQ number on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment. The school name will appear on the Pearson label on each box. Each school’s cartons will include the school’s assigned multiple-choice test booklets.

The following chart shows the shipment of schools’ secure materials to be received at the division office. **Schools that include Grade 8 (Literacy and Numeracy) and EOC levels will receive all of their materials packaged together.**

SCHOOLS' SECURE TEST MATERIALS – GRADE 8 and EOC (Packed by School)	
<input type="checkbox"/>	The School Packing List/Transmittal Form (located in box labeled “Packing List Enclosed”)
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC multiple-choice test booklets (main forms) in packages of 10s includes <i>Assembly ID Sheet</i> and Answer Documents (packages of 25s or 5s)
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Large-Print Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Large-Print Test Booklet, Examiner's copy—Test Booklet, and Answer Documents
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Braille Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Braille Test Booklet, Examiner's copy—Test Booklet, Answer Documents, and extra sheets of Braille paper
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Regular-Audio Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Test Booklet, Answer Document, and Audiotape
<input type="checkbox"/>	If ordered, Large-Print Kits and/or Braille Kits with Audiotapes will be included

* Do not break open kits

☒ **Upon receipt:**

- Check to make sure that no cartons have been broken or opened in transit.
- Reference the Pallet Detail (*Shipment Package Locator*) to verify all cartons have arrived for all schools for which materials were ordered for the Summer 2008 *Non-Writing* Test Administration.
- ☒ Carefully review your copy of each school's secure materials packing list (contained in Box #1 of the division's overage shipment).
- ☒ Forward a copy of the packing list to the school so that the STC can inform you promptly if additional materials are needed.
- ☒ If you have not received all cartons for all schools 2 weeks before the division's testing window, or if a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.19.2 DDOT receipt and verification of division overage of secure materials

- DDOT** ☒ Receive the division overage of secure materials approximately 2 weeks prior to the beginning of the division's testing window.

The division overage of secure materials will be shipped in **white** boxes. The **green** shipping labels will be located on the top of each box and four sides with the division name printed on all labels. The cartons in this shipment will be numbered sequentially (“1 of 4,” “2,” “3,” and “4 of 4”). By comparing the SEQ number on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment.

This shipment will include overage quantities of secure multiple-choice test booklets in the event they are needed by any of the schools in your division.

Overage quantities of **main** multiple-choice forms will equal approximately 10% of the division's initial orders.

Overage quantities of **alternate** multiple-choice forms will equal approximately 10% of the division's initial orders. STCs should request alternate multiple-choice forms for irregularities that require retesting.

The division overage shipment will include items in the following chart:

DIVISION'S OVERAGE OF SECURE MATERIALS	
<input type="checkbox"/>	DDOT cover memorandum (on blue paper in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Division Overage Packing List, Pallet Detail (Shipment Package Locator), and the Division Receipt Verification Form (located in Box #1)
NON-SCORABLE RETURN MATERIALS KIT (Red Vinyl Folder)	
<input type="checkbox"/>	Return Instructions Memorandum
<input type="checkbox"/>	Pearson green address labels, a K2 Logistics Bill of Lading or FedEx Ground Labels for return of secure non-scorable testing materials
	NOTE: Only these labels should be used to return non-scorable secure materials. Using left over labels from other administrations will delay verification of receipt of your non-scorable secure materials.
SECURE MATERIALS	
<input type="checkbox"/>	Grade 8 <i>Reading and Mathematics</i> and EOC multiple-choice test booklets (main forms) in packs of 10s including the <i>Assembly ID Sheet</i>
<input type="checkbox"/>	Grade 8 <i>Reading and Mathematics</i> and EOC multiple-choice test booklets (alternate forms) in packs of 10s including the <i>Assembly ID Sheet</i>

- ☒ Verify that the quantities of all materials received match those listed on the *Division Overage Packing List*. For further detail, you may also use the *Division Receipt Verification Form*. Keep these forms on file for your records.
 - ☒ If needed, order additional testing materials via PEMSolutions. Pearson will make every effort to deliver additional orders to you as quickly as possible.
- Additional orders will be packaged "bulk" and delivered to the division's bulk address. See note on additional orders in Section 4.14.1.



IMPORTANT: All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These cartons will be delivered boxed separately, but delivered at the same time as the division overage for secure materials. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4," but may not begin with Box #1. The **green** shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on them.

4.19.3 DDOT Distribution of Secure Materials to Schools

- DDOT** ☒ Deliver each school's carton(s) of Summer 2008 *Non-Writing* secure materials (Regular and Special Test Forms Kits) to the STCs no more than 96 hours (four school days) before the first administration of the SOL *Non-Writing* tests.
- ☒ You may use the *Summer Non-Writing Secure Test Materials School Packing List/Transmittal Form* and *Division Receipt Verification Form* (located in Box #1 of the division overage materials) to verify the delivery of secure materials to schools (Sample in Appendix B).

- ☑ If necessary, you may break packages of test booklets in order to distribute them more efficiently to the STCs. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets on the copy. Each divided set must have an *Assembly ID Sheet*.
- ☑ Maintain the security of the test booklets at all times.
- ☑ Ask each STC to inventory the school's materials. The STC must report any shortages or discrepancies to the DDOT immediately.
- ☑ For *Regular Test Forms*, the package *Assembly ID Sheet* shows a barcode with a unique number (used by Pearson for tracking secure materials), level, name of subject area test, test form number, and quantity of test booklets contained in the package. Test booklets will arrive in packages of 10s. (Appendix B)
- ☑ For *Special Test Forms Kits*, the package *Assembly ID Sheet* shows a barcode with a unique number, level, and name of subject area test.

NOTE: The quantity of packages received must match the quantity shown on the *School Packing List/Transmittal Form*.

4.20 Receive and Verify Schools' Secure Test Materials

4.20.1 STC receipt and verification of schools' secure materials

- STC**
- ☑ Receive the school's carton(s) of secure SOL *Non-Writing* tests materials from the DDOT no earlier than 96 hours (four school days) before testing is to begin.
 - ☑ The school's delivery will include materials listed in Section 4.19.1. Schools that include Grade 8 Literacy and Numeracy and EOC levels will receive all of their materials packaged together, if ordered.
 - ☑ Verify that the number of cartons conveyed by the *School Packing List/Transmittal Form* is indeed correct before signing this form. (Sample in Appendix B)
 - ☑ Immediately upon receipt of the school's secure materials, inventory all materials against the *School Packing List/Transmittal Form* located in the first box of this shipment.
 - ☑ If necessary, you may receive partial packages of test booklets from your DDOT in order to distribute them more efficiently. The partial packages will have a photocopy of the package *Assembly ID Sheet* with the new quantity of test booklets written on the copy. Each divided set must have an *Assembly ID Sheet*.
 - ☑ If you have students who will take the Braille, large-print, or audiotape versions of the *Non-Writing* tests, make sure that you have received these special test materials from your DDOT.
 - ☑ Do not open shrink-wrapped packages to complete this inventory; however, test booklet counts should be obtained by multiplying the number of packages times the package counts.
 - ☑ Take special care to maintain the security of the test booklets at all times.
 - ☑ If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.
 - ☑ Keep the carton(s) of SOL secure test materials in a locked location accessible only to you and the school principal.

5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING

5.1 Maintain a Contingency Plan

Be prepared to coordinate and monitor adjustments in each school's testing schedule if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.

☒ **If school openings are delayed or early dismissal is possible/likely:**

- Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
- If testing has already begun and school is dismissed during a testing session, the DDOT should contact the Department of Education's Division of Student Assessment and School Improvement immediately.
- If you are unsure whether a scheduled testing session can be completed, the best course of action would be to postpone the session. Students who begin a test and cannot complete it will need to re-test with an alternate form. Retesting must be approved by the Department of Education.

☒ **If schools are closed:**

- The DDOT should notify the Division of Student Assessment and School Improvement immediately. Be sure to advise to the best of your knowledge when schools will re-open.
- If possible, reschedule the test administration within your existing window. If the number of missed days necessitates a change in your testing window, notify the Pearson Support Center.

If the division has additional questions regarding these procedures, the DDOT should call the Division of Student Assessment and School Improvement.

5.2 Administration Audits

Audits will not be conducted during the *Summer 2008 Non-Writing Test Administration*.

5.3 Coordinate the School's Administration of the SOL tests

5.3.1 STC conducts check-out of secure test materials to Examiners

STC ☒ Check out the SOL *Non-Writing* tests booklets to Examiners.

- ☒ Review a sample of the *Assembly ID Sheet* (Appendix B) that will be included in the packages of test booklets. An *Assembly ID Sheet* shows a unique package number and it identifies the form number of the test booklets contained in that package.
- ☒ Remind Examiners that upon opening a package, **but before distributing its contents to students**, they must count the number of test booklets contained in the package and complete the package's *Assembly ID Sheet*, checking off the applicable statement.

If an Examiner must open more than one package of test booklets, the *Assembly ID Sheet* in each package must be completed. Examiners must return all *Assembly ID Sheet* to you, along with all test booklets, immediately after the testing session has concluded.

- ☒ If necessary, you may break packages of test booklets in order to distribute them more efficiently to the Examiners. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets on the copy. Each divided set must have an *Assembly ID Sheet*.
- ☒ Maintain the security of the test booklets at all times.
- ☒ Ensure that each Examiner has the following test materials:
 - Summer 2008 *Examiner's Manual*
 - Multiple-choice test booklets
 - Answer documents
 - Supply of scratch paper
 - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

ONLINE**5.4 Coordinate the School's Administration of the Web-based Assessments**

- ☒ On the morning of testing, distribute all materials necessary to administer the online SOL tests to Examiners.

STC ☒ Provide Examiners with the following materials:

- Student Authorization tickets (test tickets)
- Proctor Authorization ticket (if Read-Aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives and ancillary materials

- ☒ For each test session, Examiners/Proctors should be provided with the following test materials:

- Summer 2008 *Web-based Test Directions* for Grade 8 Literacy (*Reading*) and Numeracy (*Mathematics*) and EOC subject area tests are combined into one manual.
- Test tickets (Use the *Examiner's/Proctor's Test Booklet/Ticket Transmittal Form/Affidavit*, located in the *Web-based Test Directions' Manuals*, to assist with the distribution and collection of test tickets from students.)
- "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available
- Ancillary materials and manipulatives (extra formula sheets, calculators, compass, metric standard rulers, extra Periodic Table of the Elements, and scratch paper)

5.4.1 Prior to administering online tests

- DDOT** ☒ Refer to the *Virginia Standards of Learning Assessments User's Guide* for specific instructions to follow prior to administering online tests.

5.5 Monitor Test Administration

- DDOT** ☒ Ensure that all secure materials are being handled properly by STCs, Examiners, and Proctors.

- ☒ Be available to STCs for questions and problem resolution during the administration of the SOL *Non-Writing* tests.

STC ☒ Monitor the administration of the SOL *Non-Writing* tests while they are being conducted in your school.

- ☒ Be actively involved in test administration by carefully supervising the procedures described in this manual, the *Examiner's Manuals*, and/or the *Web-based Testing Test Directions*.
- ☒ Be available to answer questions and resolve problems as they arise.

ONLINE**5.5.1 Monitor online test sessions**

- STC** ☒ You may view the status of each test session for students through the online system. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide*, for directions on Viewing or Maintaining Existing Sessions.

- ☒ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials. If a student does briefly leave the testing site during testing, be sure to cover the computer monitor in some way (i.e., tape a piece of paper on the monitor) or turn off the monitor to prevent other students from viewing the item on the screen.

- ☑ If students are moved to an alternate testing site to complete their tests, their Student Authorization tickets (test tickets) must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials. Be sure that the alternate computers to be used during testing meet the minimum requirements as stated in the *TestNav Technology Guidelines: Configuring Your Test Delivery Environment* available in PEMSolutions at:

www.pearsonaccess.com/cs/Satellite?pagename=Pearson/QuickLink/va



IMPORTANT: *If students must be moved to an alternate location to complete their tests, their online test must be Exited prior to being moved to the new location. Before the student can login (using the same authentic information found on the test ticket) to complete their test, the student's test must be Resumed in Test Session Management. (See the PEMSolutions User's Guide for Virginia Standards of Learning Web based Assessments.)*

- STC** ☑ **All online test sessions must be stopped by the end of the school day.** In order to do so, all students must show a “Completed” (red) status on the Session Details screen. Any students with a “Not Started,” “Exited,” or “Resume” status must be removed/moved to a make-up or irregularity session before stopping the test session.

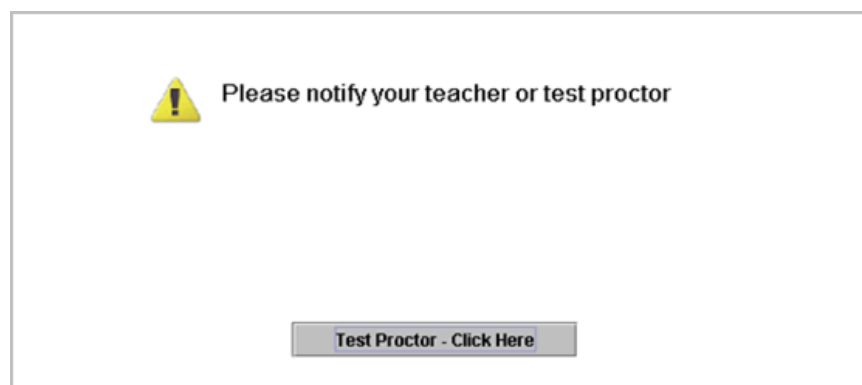
5.5.2 Early Warning System

The TestNav™ Early Warning System (EWS) is designed to save the student responses locally in the event of a network interruption. EWS saves the students’ responses to an encrypted backup file. The student can either continue testing or exit the system without losing response data. This activity occurs in the background of the test delivery software while the software continues to provide test questions to the student.

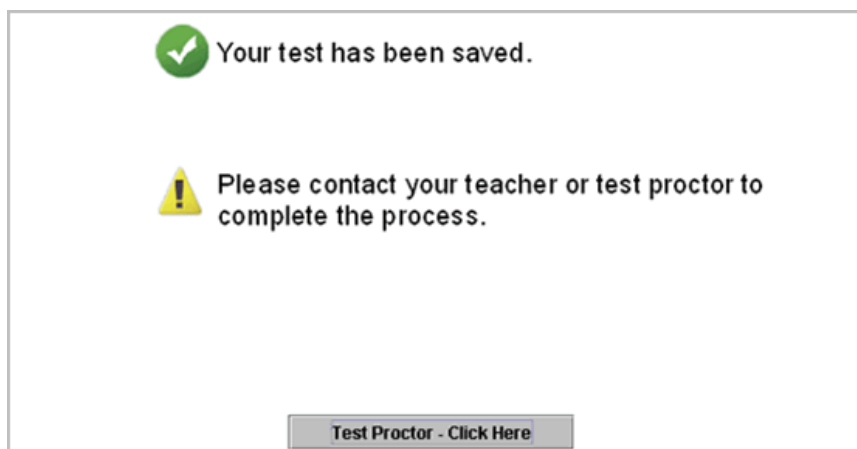
The Session Detail screen contains a Status field that allows an administrator to view when a student is in “Active,” “Exited,” or “Completed” status. However, if a student loses connection to the Internet, TestNav™ cannot communicate with Manage Test Sessions. Therefore, the student will remain as “Active” in the Status field.

The Early Warning System automatically displays a notification screen whenever the connection to the testing server is interrupted or when the system detects a potential problem with the designated response file save locations. The first screen displayed will always be one of two “notify” screens that prompt the student to notify the teacher or test proctor (see Notify Screen A and Notify Screen B).

Notify Screen A—Notify Your Teacher or Test Proctor



This screen appears if: (1) TestNav determines that neither of the Early Warning “save locations” is valid, or (2) TestNav is unable to download a portion of a test.

Notify Screen B—Your Test has been Saved

This screen appears if TestNav™ is unable to upload student responses. The screen appears only when a student attempts to submit or exit a test; it will not interrupt a test in progress.

- ☑ The screen shots notify the student that the EWS has been activated. The student must notify the teacher or test proctor of this situation. The screens appear in any of the following circumstances:
 1. TestNav™ has tried three consecutive times to transmit a response and was not successful.
 2. The TestNav™ client fails to fetch an item file after three consecutive attempts.
 3. The TestNav™ client has not received a confirmation of a successful or unsuccessful transmission in 180 seconds while the student is testing. (For streaming audio or video the default is 300 seconds.)
 4. The TestNav™ client has not received a confirmation of a successful or unsuccessful transmission of responses within 30 seconds of the student:
 - a. submitting the test, or
 - b. exiting the test (either intentionally or by a security breach).
- ☑ The following procedures should be followed if the student receives the EWS notification via Screen A or Screen B:
 1. The student notifies the teacher or test proctor as instructed on the screen.
 2. The teacher clicks **Test Proctor-Click Here** to view a screen that explains the problem and lists the recommended action. Depending on the specific condition that triggered the notification screen, EWS will display one of seven potential explanation screens.
- ☑ For more information regarding the Early Warning System, please refer to the TestNav™ Early Warning System Reference Manual located on the Resource page within PEMSolutions. For technical support, please contact the Pearson Support Center.

5.6 Identify and Resolve Testing Irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance.

The *Examiner's Manuals* instruct Examiners to **immediately** report any testing irregularities to their STCs. The DDOT may be called upon to resolve or mediate suspected or reported irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

Examples of testing irregularities include but are not limited to:
• A student becomes ill during testing.
• A student is observed cheating during the testing session.
• A teacher or another adult provides improper assistance to a student.
• Testing accommodations specified in a student's IEP, 504 management plan, or <i>LEP Student Assessment Participation Plan</i> are not provided.
• A student is provided an accommodation that is not specified in her/his IEP, 504 management plan, or <i>LEP Student Assessment Participation Plan</i> .
• An excessive disturbance or disruption occurs during the testing session.
• A network interruption prevents students from accessing the online test.
• A student's test booklet or used answer document is missing.
• Any unused/unassigned test booklet is missing.

- ☑ All testing irregularities must be reported using the *Testing Irregularity Web Application System* (TIWAS) and as directed by the DDOT. The User's Guide will provide step-by-step instructions for accessing the TIWAS to report the division's testing irregularities. The User's Guide is located at

www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/

This site also has information for training purposes, including a PowerPoint presentation that provides an overview of the system as well as specific information for accessing the training location.

- ☑ The TIWAS training site can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the Virginia Department of Education. The web address for SSWS is as follows:

<https://t1pe.doe.virginia.gov/ssws>

- ☑ Access to the TIWAS must be given to the DDOT, STC, and any other appropriate personnel by the Account Manager in your division for the SSWS as directed by the DDOT. You may already have access to the SSWS for other applications and will need the Account Manager to add Testing Irregularities as an available application.
- ☑ DDOTs may have the STCs enter irregularities directly into the TIWAS or may have them document incident(s) on the *Test Irregularity Form* in Appendix E. All testing irregularities should be submitted to the DDOT within 24 hours of occurrence.
- ☑ If irregularities are reported to the DDOT on the *Test Irregularity Form* located in Appendix E, the DDOT or designee will be responsible for entering them into TIWAS.

5.6.1 Check in test materials at the end of each testing session

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

All test materials must be returned to the STC and checked in no later than the end of the school day.

- STC** ☑ Count the test booklets to verify that all test booklets have been returned. Note any discrepancy on the *Assembly ID Sheet*.

Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form*.

- ☑ Examiners may be allowed to retain the *Examiner's Manuals* to administer additional tests for Grade 8 *Reading* or *Mathematics* and End-of-Course subject areas.

- ONLINE** ☑ When Examiners return the test tickets, the STC must count them to verify that all test tickets have been returned. After verification is completed, follow local procedures for the disposition of test tickets.

ONLINE

5.7 Mark Test Complete Guidelines

Every student identified for Summer 2008 testing must be accounted for via an online test or a paper answer document. This includes students who were not tested because they:

- were absent during the entire test window
 - refused or were disruptive
 - cheated
 - were involved in a medical emergency and unable to take the test during the entire test window
 - failed the course but passed the test and are retaking the course
 - took a substitute test
- ☑ To account for a student in the online testing system, an online test record may be submitted by clicking the *Mark Test Complete* button and choosing the appropriate value from the Testing Status field on the Student Test Details screen. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide* for more information on marking a test complete. Students who are retesters or are enrolled in a remediation program do not have to be accounted for if they are not tested.
- ☑ Because absent students are to be afforded an opportunity for make-ups, **do not mark an absent student's test complete until the end of your testing window**. An alternate form cannot be assigned if a student's test has been marked complete. Only the DDOT or STC has authorization to mark a test complete and assign a testing status.
- ☑ Follow established guidelines regarding the *Mark Test Complete* functionality. The guidelines are explained in terms of non-test irregularity and test irregularity situations. In the case of test irregularities, follow the procedures in Section 5.6, Identify and Resolve Testing Irregularities, before marking a test complete. Once a test is in "Stopped" status, an alternate form cannot be assigned.



IMPORTANT: *If a student has already logged in to the test, it is always better to have him/her exit the test if it cannot be completed. Students in an Active, Exited, or Resume status will not be accounted for in the online system. In addition, an alternate form can be assigned for an Active, Exited, or Resume status if needed.*

5.7.1 Non-test irregularity situations

- DDOT** ☑ Address the following situations after the division's testing is complete, including make-up testing.
- If a student is absent during the entire test window, mark the test complete and assign Testing Status "01—Absent."
 - If a student is absent for the entire testing window due to hospitalization or serious illness as well as those who become ill while testing and who are then absent due to illness during the make-up period, mark the test complete and assign Testing Status "04—Medical Emergency." This assumes that the irregularity was previously filed with VDOE, and the student was moved to an Irregularity session.
 - If a student refused to take the test or was disruptive, mark the test complete and assign Testing Status "05—Refusal/Disruptive."

- If a student cheated on the test, mark the test complete and assign Testing Status “07—Student Cheated.”
- If a student is enrolled in the course due to previously failing the course, but has already passed the corresponding SOL test, mark the test complete and assign Testing Status “09—Student Already Passed This Test.”
- If a student took a Board-approved substitute test instead of an SOL test, mark the test complete and assign Testing Status “10—Substitute Test Taken.”
- To assign Testing Status “Other”—“06, 08, and 15,” prior approval from the Virginia Department of Education is required.

5.7.2 Online test irregularity situations

- DDOT** ☒ In the event of a test irregularity, you will receive specific instructions about how to handle the student record. **Before marking a test complete, please wait for a response from VDOE regarding resolution for the irregularity.**
- ☒ When the student is authorized to take the alternate form online, the DDOT will receive specific directions regarding the method in which the alternate form is to be delivered. An alternate form can only be assigned by the DDOT via the online system. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User’s Guide* for more information on assigning the alternate form.
- ☒ In general, the following irregularities may require a test to be marked complete.
- If a student is found to have cheated on an online SOL test either before or after logging into the test, mark the test complete and assign Testing Status “07—Student Cheated.”
 - If a student is found to be disruptive or refuses to take/finish an online SOL test either before or after logging into the test, mark the test complete and assign Testing Status “05—Refusal/Disruptive.”
 - If a student becomes ill after logging in to an online test **on the last day of your test window**, mark the test complete and assign Testing Status “04—Medical Emergency.”
- Do not mark the test complete until it is known that the student will not be returning to take an alternate form of the test during the division’s test window.

5.7.3 Setting up irregularity sessions for online testing

- DDOT** ☒ Irregularity sessions may be created before online testing begins for each **subject**, not group, (for example, *Algebra I* irregularities) at each school. If a student is unable to complete his/her SOL test after he/she begins, have the student **EXIT** from TestNav™. **Do not have the student click the SUBMIT button; this will submit his/her test for scoring.**
- ☒ Once the student has exited TestNav™, move that student in the online system from that session to the Irregularities session.

The Irregularities session should **never be started**, nor should Student Authorization tickets ever be generated. Following this procedure will prevent incomplete tests from being scored. Further directions will be given after the *Test Irregularity Form* is submitted to the Virginia Department of Education.

5.8 Make-Up Testing Sessions

Students who are absent or miss a regular test session must be provided with an opportunity to take a make-up test(s).

- DDOT** ☒ Complete make-up sessions according to the division's make-up testing schedule as long as the schedule affords each student an adequate opportunity to take missed tests.

5.8.1 Testing materials for make-up sessions

For make-up sessions of the multiple-choice tests, students will take the same test form taken by other students on the regular testing date(s).

5.8.2 STC conducts make-up sessions

- STC** ☒ All students who are absent or miss a regular test session (paper/pencil or online) must be provided an opportunity to take the test(s) they missed.
- ☒ Verify the local testing window for make-up testing sessions with the DDOT.
- ☒ All make-up sessions must be completed in time to submit materials to meet the local deadlines set by the DDOT.
- ☒ Schedule make-up sessions as necessary and secure appropriate numbers of Examiners and Proctors for these sessions.
- ☒ Contact the DDOT if additional testing materials are needed for make-up testing sessions.
- ☒ After make-up sessions have been completed, bundle the answer document of each student who has taken a make-up test with the answer documents used by students in her/his regular classroom.

ONLINE

5.8.3 Online make-up sessions

- ONLINE** ☒ For make-up sessions, students will take the same test form taken by other students on the regular testing date(s). Please refer to your PEMSolutions *Virginia Standards of Learning Assessments User's Guide* for instructions.
- ☒ Students who are absent on the day of testing must be removed/moved from the testing session before that session can be stopped.

5.9 Expedited Retake Sessions

School divisions should administer expedited retakes during the Summer 2008 *Non-Writing* Administration to students as follows:

- ☒ The DDOT or STC should schedule expedited retakes test sessions for EOC tests or Grade 8 *Reading* and/or *Mathematics* (for students pursuing a Modified Standard Diploma only) within three weeks of receiving the scores, but NO LATER THAN September 26, 2008.

5.9.1 Ordering materials for Expedited Retakes

- ☒ If you have students who will be taking SOL Grade 8 *Reading* and/or *Mathematics* tests for verification of literacy or numeracy requirements (Modified Standard Diploma) and/or EOC tests under the Expedited Retake policy, be sure to order any materials you might need via PEMSolutions.

ONLINE**5.9.2 Creating online sessions for Expedited Retakes**

- ONLINE** ☒ Test sessions may be scheduled and created in advance; however, they should not be started until the morning of testing. While you are not bound by the scheduling information entered when creating a test session, it is recommended that the day and time be as accurate as possible. This allows the Virginia Department of Education to more quickly locate the session should questions arise. The test session information including session name, date, time, and duration may be changed/updated up until the session is started. Be sure to create an *Irregularity* session for each subject administered. (Refer to Section 5.7.3, Setting up irregularity sessions for online testing)
- ☒ ALL students (those who originally tested online or with paper/pencil) who meet the Expedited Retake criteria are eligible for taking the retakes online. When the session is created, the Expedited Retake context must be selected.
- If you have any questions about which forms should be administered, contact the Division of Student Assessment and School Improvement.
- ☒ Follow normal procedures to create your test sessions. (Refer to *PEMSolutions User Guide for Virginia Standards of Learning Web-based Assessments* for instructions on creating test sessions.) When creating test sessions, it is recommended that you include the words “Expedited Retake” in the test session name (i.e., Block 1 Expedited Retake).
- ☒ If a student is retaking an SOL Web-based Assessment for verified credit, or to certify literacy or numeracy for the Modified Standard Diploma, the Retest field must be completed.
- ☒ Students who are taking an SOL Web-based Assessment for the **first** time should **not** have the Retest field completed.
- ☒ Before online expedited retakes are administered, complete the following:
- The DDOT reinstates the “GET AUTHORIZATIONS – SEAL CODES” roles within PEMSolutions to STCs.
- ☒ After online expedited retakes are administered, complete the following:
- The DDOT removes the “GET AUTHORIZATIONS – SEAL CODES” roles within PEMSolutions from STCs.
- ☒ The DDOT or STC finalizes student demographics and test specific information for expedited retakes. Be sure that the RETEST value is selected on the Student Test Details screen for every student who is retaking the test for verified credit or retaking the test to certify literacy and/or numeracy requirements for the Modified Standard Diploma in the Summer 2008 *Non-Writing* Test Administration.

5.10 Reporting Problems on the SOL Tests

During testing, if a student reports that a test item (question) contains an error, the Examiner or Proctor should record the subject area, level, form number, and item number. The Examiner should be directed to tell the student that her/his concerns will be reported to the central office.

- ☒ Examiners/Proctors should report problems or suspected errors on SOL multiple-choice tests to the STC. This information should **not** be communicated via e-mail. Further, the test item(s) or answer options should not be discussed with the students nor between the Examiner and Proctor.

- ☒ The STC should report the problem/concern to the DDOT.
- ☒ Only the DDOT should notify the Virginia Department of Education of any reported errors or concerns by phone, fax, or via the Single Sign-on for Web Systems (SSWS). If SSWS is used to report an error on a secure test item, upload the file via the “Dropbox” application.

The Virginia Department of Education will investigate the problem and provide a follow-up report to the DDOT.

6. SPECIFIC DUTIES OF THE STC: AFTER TESTING

After testing is completed, the STC's responsibilities include accounting for all test materials, ensuring the accuracy of Field H, Testing Status, and Field I, Special Test Accommodations, on the students' answer documents, if applicable, supervising the transcription of student responses, bundling answer documents, and transmitting test materials to the DDOT.

6.1 Receive All Testing Materials from Examiners

Examiners should return three separate groups of materials to you as follows:

- **Group 1** — **Scorable Secure Answer Documents:**

Students From Schools Within Your Division

All completed and partially completed answer documents for Term Graduates, Regular, and Special Test Forms (Braille, large-print, and regular-audio) should be bundled together. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

Students From Schools Outside Your Division

All completed and partially completed answer documents for Term Graduates, Regular, and Special Test Forms (Braille, large-print, and regular-audio) should be bundled together. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

★ Verify that the number of students tested and the number of completed and partially completed answer documents match the testing/classroom attendance roster.

NOTE: No loose scratch papers should be with the scorable answer documents. Only responses written on the answer documents will be scored.

- **Group 2** — **Secure Test Materials:** all test booklets used in the test session (including Braille and large-print Examiner's copies and accompanying audiotapes)

★ Count the test booklets and initial the *Assembly ID Sheet* and/or *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* or the *Classroom Transmittal Document for Special Test Forms Kits* to verify that all test booklets have been returned.

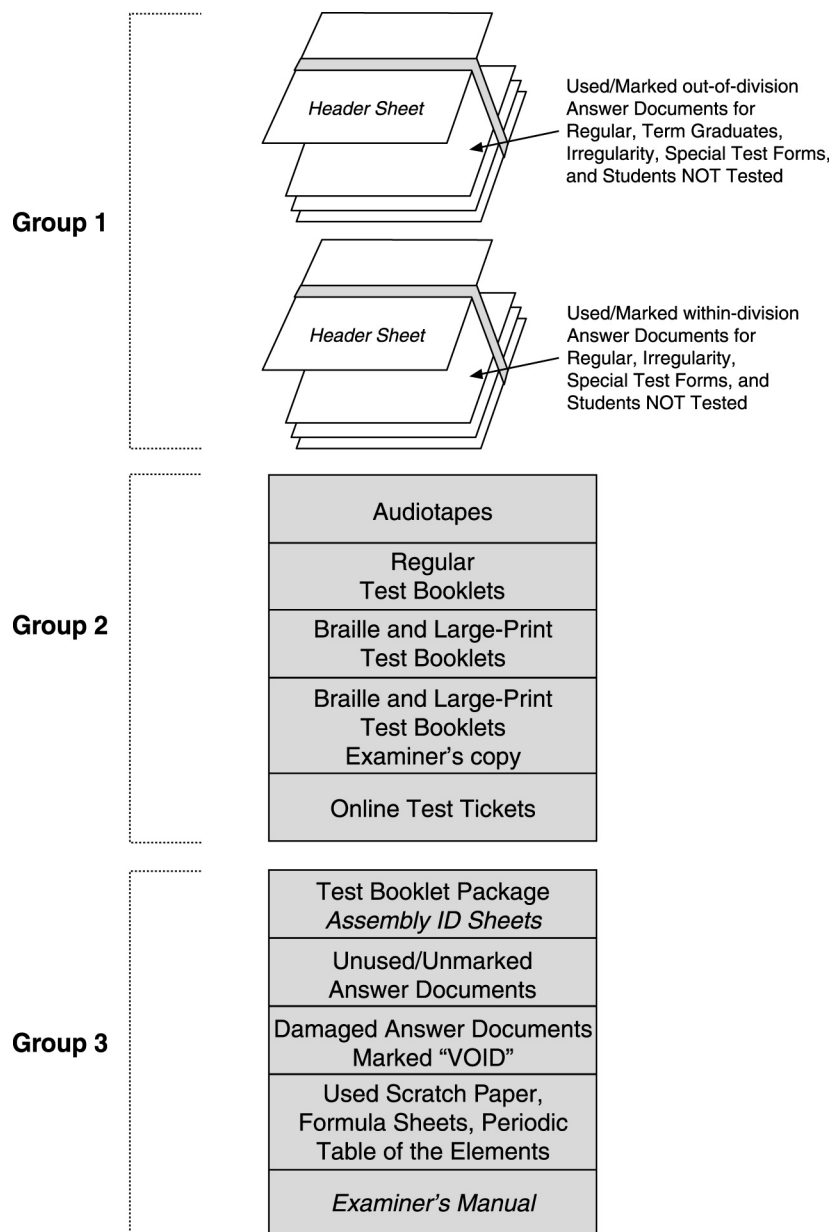
- **Group 3** — **Remaining Non-Scorable Materials:** the completed multiple-choice test booklet package *Assembly ID Sheets*, unused and/or unmarked answer documents, damaged answer documents marked "VOID," test tickets, scratch paper, and the *Examiner's Manual*

★ Verify that a completed package *Assembly ID Sheet* is provided for each package of test booklets that have been opened.

★ Photocopy any *Assembly ID Sheet(s)* that notes a discrepancy. Provide a copy to the DDOT and maintain a copy for the school's file.

★ Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

☑ Verify that Examiners returned three groups of materials as shown in the following diagram.



6.2 Complete Coding of Student Demographic Information on Answer Documents

Field H, Testing Status, and Field I, Special Test Accommodations, on the students' answer documents are to be completed after the testing session and as directed by the STC.

6.2.1 Field H— TESTING STATUS

Field H should be completed only by an Examiner or another designated adult.

After all make-up testing sessions are finished, complete Field H to explain why a student did not take the required SOL test. Table 8 describes coding options for completing Field H, Testing Status. Contact the Virginia Department of Education if you have a situation in which a student was not tested and none of the codes in Table 7 apply.

Table 7. Testing Status Codes

COMPLETE CIRCLE NUMBER:	IF THE STUDENT WAS:
1 = Absent	Absent from the regular and make-up testing sessions.
4 = Medical Emergency¹	Unable to take the test due to a medical emergency.
5 = Refusal/disruptive	Disruptive or refused to take the test.
6 = Other (VDOE approval only)	Complete Code 6 only as directed by VDOE.
7 = Student Cheated	Determined to be cheating; at the direction of the DDOT, complete Code 7.
8 = Other (VDOE approval only)	Complete Code 8 only as directed by VDOE.
9 = Student Already Passed This Test	Retaking the class/course, but he/she has passed this test previously; if directed by the DDOT, complete Code 9.
10 = Substitute Test Taken	Taking the class/course, but she/he has taken or is participating in an approved substitute test to earn a verified credit instead of the SOL EOC test, complete Code 10. Code 10 is applicable for EOC test only; complete as directed by the DDOT.
11 = LEP Exempt Reading	Not Applicable
15 = Other (VDOE approval only)	Complete Code 15 only as directed by VDOE. (Code 15 can only be marked in PEMSolutions.)

¹Medical Emergency—Students categorized as having a Medical Emergency are those who are absent for the entire testing window due to hospitalization or serious illness as well as those who become ill while testing and who are then absent due to illness during the make-up period. Significant medical emergencies must be documented by a medical doctor.

Completing “Testing Status”

NOTE: Testing Status is completed to explain why students did not take the required SOL test. See Table 7 for the specific codes.

Sample: Grade 8 Reading

If the student missed the *Reading* test, select **ONLY ONE** of the first three codes (1, 4 or 5).

H	TESTING STATUS Select Only One										
①	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪			

Do not complete Circles 6–10 unless instructed to do so by your STC/DDOT.

6.2.2 Coding of students not tested

- ☒ You may complete “Testing Status” codes for students not testing in PEMSolutions on the Student Test Details screens or an answer document may be completed for every student who is identified to be tested in the paper/pencil for Summer 2008 *Non-Writing Test* Administration as described in Section 4.4, Identify Students to Be Tested. This includes students who were not tested because they were absent, refused to take the test or were

disruptive, or were involved in a medical emergency. For each student not tested, demographic information must be completed as well as the reason why the student was not tested. Students not testing must be registered in PEMSolutions.

- ☑ Because absent students are to be afforded an opportunity for make-ups, do not complete this information until after all make-up testing is finished. Decide if the Examiners, or another adult, will complete the identifying information on answer documents for students who are not tested, including Field H, *Testing Status*, to indicate the reason the student did not take a test.

6.2.3 Field I—SPECIAL TEST ACCOMMODATIONS

Field I should be completed only by an Examiner or another designated adult.



IMPORTANT: *The STC should work with appropriate local staff to determine which students need to be provided with testing accommodations as specified by their IEPs, 504 management plans or LEP Student Assessment Participation Plans. Should the STC have any questions about the testing accommodation(s) of a particular student, contact the DDOT.*

Field I must be completed for students who receive testing accommodations as specified in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. All special test accommodation codes that apply to a student must be completed; **accuracy is critical**.

Field I on the answer document shows **only** the codes for allowable accommodations. Appendix D defines the specific testing accommodations that correspond to the codes shown on the answer document.

Special Accommodation Codes 2, 3, 7, and 20 are now available for all students:

Code 2 – Group size

Code 3 – Environmental modifications (e.g., special lighting, noise buffers, use of study carrel)

Code 7– Assistance with directions for mechanics of the test (i.e., simplifying or clarifying directions)

Code 20- Large-diameter pencil, special pencil, pencil grip

These codes have been removed from the answer documents.

School personnel should resolve any issues or uncertainties regarding a student's special accommodations **before** answer documents are submitted for scoring.

Read-Aloud and Audio Accommodation for Reading Test

Only students with visual impairments and those with specific disabilities that severely limit or prevent them from decoding text at any level of difficulty as determined by a diagnostic tool are allowed to have a read-aloud or audio accommodation on the SOL reading test as an accommodation. The DDOT should contact the Virginia Department of Education for further guidance if you have students with a read-aloud or audio accommodation in their IEPs who do not meet these criteria.

Code A—Plain English Mathematics must be completed for students who are taking the *Plain English Mathematics* test instead of the regular Grade 8 *Mathematics* test or the *Algebra I* test. The *Plain English Mathematics* test is available to LEP students who are classified as level 1 or level 2 of English language proficiency, all LEP students regardless of their English language

proficiency level during their first year of enrollment in a U.S. school, and students with disabilities based on their IEPs or 504 management plans.

Code 27 and Code B – Other must be completed for accommodations not identified on the Special Test Accommodation Code charts in Appendix D. The DDOT must obtain prior approval from the Virginia Department of Education for the use of these accommodations codes. For detailed information about the administration of special test accommodations, refer to Appendix D of this manual or *Examiner's Manuals*, Appendices C and D.

Sample for Grade 8 Reading

Complete only if directed to do so by your STC.

1 SPECIAL TEST ACCOMMODATIONS																	
1	4	5	6	8	9	13	14	15	16	17	18	21	22	23	27	A	B

Regarding Students with Disabilities:

The circle in the shaded box above (Circle 17) is not applicable for a student with disabilities, unless the student is ALSO identified as LEP. If the student is identified as having a disability but not as LEP, DO NOT COMPLETE.

1 SPECIAL TEST ACCOMMODATIONS																	
1	4	5	6	8	9	13	14	15	16	17	18	21	22	23	27	A	B

Regarding LEP students:

Circles in the shaded boxes above are not applicable for an LEP student unless the student is ALSO identified as having a disability. If the student is identified as LEP but does not have a disability, DO NOT COMPLETE.

6.3 Inspect Students' Answer Documents

- ☒ Perform spot checks to ensure that all answer documents are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.
 - Ensure that a form number has been gridded on each answer document.
 - Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, hard-lead or colored pencils will not be scanned. Darken all light marks with a soft-lead (No. 2) pencil, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - Remove any extraneous materials or loose sheets of scratch paper.
 - Ensure that all demographic sections are coded as described in Section 6.2.
 - Make sure that all student demographic data in PEMSolutions (via Student Registration Details) and test specific data (via Student Test Details) have been inspected.

6.4 Conduct Transcription of Student Responses

The accommodation for transcribing students' test responses onto the regular answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. The *Examiner's Manual* (Appendix C) indicates that prior approval must be obtained to conduct a transcription of the students' responses.

- ☒ In the case of a damaged answer document, transcribe the student's multiple-choice answers and demographic information onto a new answer document; have a second school official verify the

transcription and ensure that no errors occurred; write the word “VOID” on the demographic page of the original answer document; and return it to the DDOT. **NOTE: The students’ responses must not be altered in any way.**

- ☑ In the case of an accommodation for transcription, ensure that the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper.
- ☑ Designate an Examiner or another adult to perform this transcription. Ensure that the student’s responses are not altered in any way.
- ☑ Have the transcription verified by a second adult.



IMPORTANT: Regardless of the method the student used to record responses, the original response must be kept on file and secure by the DDOT until scores have been received from Pearson and verified. Examples of the kinds of original responses that must be transcribed to a regular answer document and then filed by the DDOT include the following:

- student recorded her/his answers using a Braillewriter
- student recorded her/his answers using a typewriter, word processor, or augmentative communication device. For a student who uses a word processor, the Examiner must print a paper copy of the response and also save the response to a disk or CD. The response must not be left in the memory of a word processor. The paper copy of the response should be used for transcription and then kept on file and secure by the DDOT with the electronic media.
- student indicated her/his answers verbally during an audiotaped administration
- student recorded her/his answers on a photocopied enlargement of the answer document

More detailed information about procedures for transcription is in Appendix D of this manual or the *Examiner’s Manuals*, Appendix C.

6.5 Complete Header Sheet

The STC is responsible for ensuring that *Header Sheets* are completed accurately by the Examiners or another adult designee. A sample *Header Sheet* is in Appendix F. Use only the “new” *Header Sheets* received with the summer 2008 materials from Pearson.

For the summer administrations, *Header Sheets* to be used with answer documents for students within the division will have the division’s name and code pre-printed and pre-coded. The school’s name and code will be blank. This will allow the testing school to complete the school’s name and code for students within your division.

Header Sheets to be used with answer documents for students outside of the division are blank. The division’s name and code and the school’s name and code must be completed as directed by the DDOT.

All used/marked answer documents should be bundled as described in Section 6.1 of this manual.

- ☑ Directions for completing the *Header Sheet* are as follows:
 - Under LEVEL, complete Circle 8 or EOC for the test administered, as appropriate
 - Under DIVISION CODE columns, verify that the correct division code is pre-coded.
 - Under SCHOOL CODE columns, enter the correct school code.
 - Under ADMINISTRATION, complete the circle for Summer.
 - Verify the number of scorable answer documents in each bundle.
 - Under NUMBER OF DOCUMENTS columns, enter an accurate count of scorable answer documents. Numbers are to be right justified. Enter zeros to the left of the number to completely

fill the four-digit field. For example, 32 answer documents would be printed and coded as “0032.” The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.

- The HEADER VERIFICATION CONTACT information must be completed as directed by the DDOT. The STC or DDOT must complete this section. If issues arise during processing of answer documents, the person listed will be contacted by Pearson to assist in resolution of the issue.



IMPORTANT: All fields preprinted by Pearson on the Header Sheets may not be altered. Alteration of these fields will require that Pearson contact you for resolution and may cause delays in reporting your SOL Non-Writing tests results.

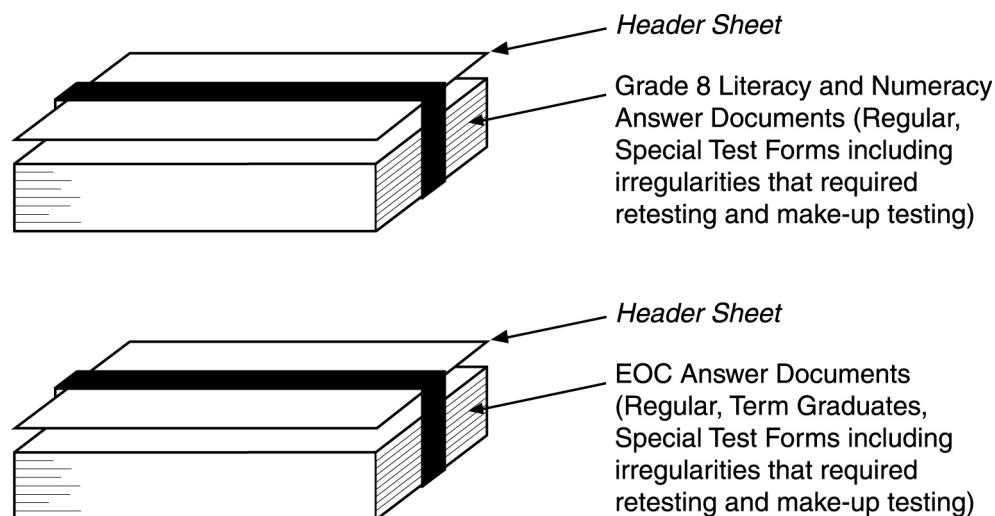
6.6 Bundle Answer Documents

- ☒ Do not bind answer documents with clips or rubber bands; they will damage answer document edges.
- ☒ Do not pack voided answer documents with scorable materials.
- ☒ Include a completed *Header Sheet* with each bundle of scorable answer documents (by level – Example: all Grade 8 answer documents may be included in one bundle) and wrap them with a paper band. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.
- ☒ Number the bundles sequentially in the spaces marked “ ____ of ____ ” on the paper bands: for example, “1 of 2” and “2 of 2.”

PAPER BAND EXAMPLE	
School	<div style="border-bottom: 1px solid black; display: inline-block; width: 90%;">Oaktown High School</div>
Level	<div style="border-bottom: 1px solid black; display: inline-block; width: 90%;">EOC—Geometry</div>
	<div style="border-bottom: 1px solid black; display: inline-block; width: 90%;"> <div style="float: right;">of</div> </div>

PACKING DIAGRAM

This example illustrates packing for a school in which Grade 8 Literacy and Numeracy and EOC tests have been administered.



6.7 Prepare and Transmit—Scorable Test Materials

The following sections describe preparation of all scorable and non-scorable test materials for delivery to the DDOT.

- ☒ Pack the bundles of answer documents in the **new** boxes provided in the school's non-secure materials shipment.
- ☒ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.
- ☒ Return all cartons to the DDOT as directed in your local schedule.

6.8 Prepare and Transmit—Non-Scorable Test Materials

Use the following steps to assemble and return non-scorable test materials to your DDOT.

- ☒ Count all test booklets and compare to the *School Packing List/Transmittal Form* (located in the first box of the school's secure materials). (Sample in Appendix B)
NOTE: If you are returning packages of test booklets that did not have to be opened during the testing session, leave them sealed, but be sure to include the unopened packages in your count.
- ☒ Verify the number of *Special Test Forms* (Braille and/or large-print test booklets, including Examiner's copies, and regular forms with accompanying audiotapes) returned and compare with the *School Packing List/Transmittal Form*.
- ☒ If a discrepancy has occurred, complete the *Assembly ID Sheet* to indicate the discrepancy.
- ☒ Photocopy the completed *School Packing List/Transmittal Form*. Attach any *Assembly ID Sheets* with discrepancies noted. Return these with the originals to your DDOT. The DDOT will keep these materials on file until the division's verification report of secure materials have been received from Pearson and reconciled. Maintain a copy for your school files.

- ☑ If you have students who had an accommodation for recording the answers in their test booklets, these test booklets should be bundled separately with a note to the DDOT to this effect. Place these test booklets on top of the others you are returning to the DDOT.
- ☑ For security purposes, do **not** pack used/unused answer documents, unused Pre-ID labels, online test tickets, manuals, or other materials in any carton that contains secure test booklets.

6.9 Dispose of Other Test Materials

- ☑ Follow your DDOT's instructions regarding the disposition of the following non-secure materials:
 - *Test Implementation Manual*
 - all *Examiner's Manuals*
 - unused answer documents
- ☑ Follow your DDOT's instructions regarding the disposition of the following secure materials:
 - online test tickets
 - used scratch paper
 - unused Pre-ID labels
 - damaged answer documents marked "VOID"
 - used Mathematics Formula Sheets
 - used Periodic Tables of the Elements
- ☑ See Table 8, *STC Disposition of Test Materials* for instructions on the proper disposition of all testing materials.

6.10 Prepare and Transmit SOL Affidavits and Forms

- ☑ After all test materials have been returned to your DDOT, complete the *School Affidavit* in Appendix A; sign and date it, and have the building principal sign and date it. This form must be returned to the DDOT by the date specified in your local instructions.
- ☑ File and maintain, as directed by the DDOT, all signed *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* forms.

Table 8. STC Disposition of Test Materials

Scorable test materials	Disposition
<ul style="list-style-type: none"> Completed answer documents Header Sheet 	None
<ul style="list-style-type: none"> Test booklets Braille and large-print test booklets and audiotapes Braille and large-print test booklets Examiner's copies Test tickets Unused Pre-ID labels 	None
<ul style="list-style-type: none"> Mathematics Formula Sheets and Periodic Tables of the Elements if used Damaged answer documents marked "VOID" Student's used scratch paper 	None
<ul style="list-style-type: none"> Test Irregularity Form (if used) 	Submitted to DDOOT within 24 hours of occurrence.
Required forms	N/A
<ul style="list-style-type: none"> School Packing List /Transmittal Form (with completed, attached test booklet Assembly ID Sheet) School Division Personnel Test Security Agreements (Including Examiners/Proctors) 	N/A
<ul style="list-style-type: none"> School Affidavits 	Returned to the DDOOT per local instructions.
Non-scorable, non-secure test materials	N/A
<ul style="list-style-type: none"> Unused paper bands Unused Header Sheets Examiners' Manuals and Test Implementation Manual Web-based Test Directions Manual 	N/A
<ul style="list-style-type: none"> Calculators, compasses, and rulers 	Stored according to DDOOT directions.

7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

The DDOT is responsible for the receipt of all secure test materials from each school and shipment of these materials to Pearson in accordance with published deadlines.

After all testing sessions have been completed in all schools, the DDOT's primary responsibilities will be to:

- ☑ organize all schools' answer documents for return to Pearson in Iowa City, Iowa
- ☑ account for and return **all copies** of the secure test booklets to Pearson
- ☑ dispose of the remaining secure (i.e., online test tickets, unused Pre-ID labels) and non-secure test materials

7.1 Receive Scorable Answer Documents

- ☑ STCs are to transmit their scorable answer documents to you as soon as possible after all test sessions, including after all make-up sessions have concluded. Each school's bundle(s) of answer documents (within or outside the division) should include a completed *Header Sheet*.
- ☑ If any photocopied *Header Sheets* are found, they must be replaced with an unused *Header Sheet*. If a *Header Sheet* is missing, complete one for the bundled group.
- ☑ STCs have been instructed to bundle answer documents separately for schools out of division with their own *Header Sheet*. They should package the bundles of answer documents for the school using the **new** shipping boxes provided in the school's non-secure materials shipment. See Section 6.7, Prepare and Transmit Scorable Test Materials. The STC has been instructed to:
 - Package the bundles of answer documents for the school by level (example: all Grade 8 answer documents should be under a *Header Sheet*, etc.).
 - Place bundles of answer documents from all schools outside of the division on top of the stack.
 - Close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.
- ☑ Upon receipt of the scorable answer documents from each school, separate them from any non-scorable materials, such as test booklets, loose papers, manuals, and affidavits. Any loose papers with answer documents will not be scored.
- ☑ Ship scorable answer documents to Pearson in Iowa City, Iowa, **as soon as possible after all testing in the division is completed, but no later than the last day of the divisions testing window**. Make sure that STCs know the schedule you have set for receipt of Grade 8 and/or EOC scorable materials that will allow the shipment(s) to take place as scheduled.

7.2 Verify Scorable Answer Documents from Schools

- ☑ Working with one school's materials at a time, separate the answer document bundles by level.

7.2.1 Paper-banded groups of answer documents

- ☑ Verify that every paper band displays the corresponding school name and level/test.

NOTE: The information requested on the paper bands is optional. Score reports will not be delayed if any information on the paper band is omitted.

Optional: If there is more than one bundle per level, the paper bands are to be sequentially numbered (i.e., "1 of X," "2 of X," and so on).

7.2.2 Header Sheets

The *Header Sheet* must be completed and bundled with Regular Test Forms, Special Test Forms (Braille, large-print, regular-audio), alternate forms used for irregularities that required retesting, expedited retakes, and answer documents for Term Graduate testers.

Answer documents for students testing in the summer from schools outside their division should be bundled separately with their own *Header Sheet*. The STC is responsible for ensuring that Header Sheets are completed accurately by the Examiners or designee. A sample *Header Sheet* is in Appendix F.

- ☑ Review the *Header Sheets* as follows:
- Use only the “new” *Header Sheets* that were received with the summer 2008 materials from Pearson.
 - There must be one pre-printed or hand-coded *Header Sheet* for every paper-banded bundle. *Header Sheets* used should be the computer-generated, pre-coded or if necessary, a blank *Header Sheet* may be hand-coded. If any photocopied *Header Sheets* are found, they must be replaced with unused *Header Sheets*. If a *Header Sheet* is missing, complete one for the bundled group.
 - *Header Sheets* used with answer documents **within** the division are pre-printed with the division’s name and code. The school name and the school code columns are blank and must be handwritten.
 - *Header Sheets* used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.
 - All information printed and coded on each *Header Sheet* must be complete and accurate. Refer to Section 6.5 for complete instructions.
 - Verify that all information, pre-printed/pre-coded (DIVISION CODE) and handwritten, on each *Header Sheet* is complete and accurate. If these fields are left blank or incorrect, they will require resolution with the DDOT and may cause delays in the reporting of SOL test results within and/or outside the division.
 - In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is written and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as “0032.” The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.
 - Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The name of the STC or DDOT or designee must be provided in this section. If issues arise during processing of answer documents, the person listed will be contacted by Pearson to assist in resolution of the issue.



IMPORTANT: All fields pre-printed by Pearson and handwritten on the *Header Sheets* must be accurate. If these fields are left blank or incorrect, they will require that Pearson contact the DDOT or designee for resolution and may cause delays in reporting the SOL Non-Writing tests results within and/or outside the division.

7.2.3 Quad 8888 Header Sheets

In some cases you may need to test “outplaced” students (those students who have been placed in a facility outside your division for instruction). These students are not carried in the files of any school, but your division is responsible for them.

- ☑ If you have a need to test “outplaced” students, note that extra *Header Sheets* that may be used were included in the division’s non-secure overage shipment. Be sure to enter “8888” for the school code. If you need additional *Header Sheets*, they can be ordered via PEMSolutions.

7.3 Check for Proper Orientation of Scannable Documents

- ☑ All used/marked answer documents should be bundled as described in Section 6.6.
- ☑ Ensure that the completed *Header Sheet* and the answer documents are in the proper position. The lower left corner of each answer document has been cut at an angle. The *Header Sheet* is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.
- ☑ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.



IMPORTANT: *Improper orientation of the scannable documents could result in damage during the scanning process and delay reporting of SOL Non-Writing test results.*

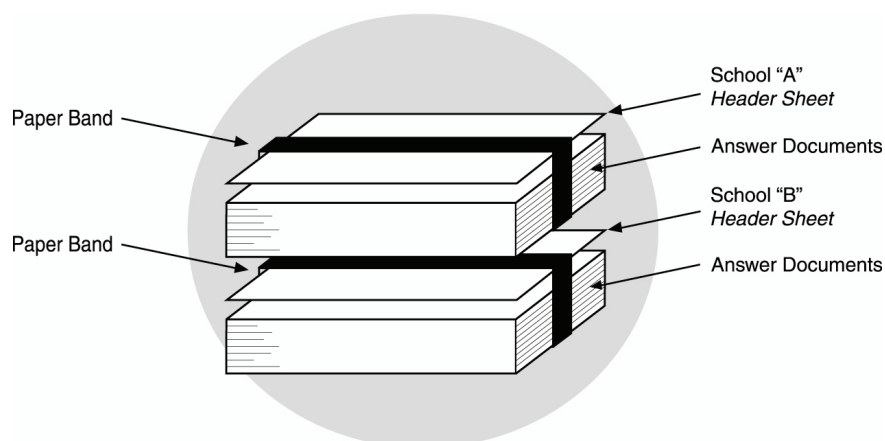
7.4 Pack Scorable Answer Documents

7.4.1 Proper sequence for packing scorable materials

- ☑ Do not intermix materials from different schools or different levels under the same *Header Sheet*. They must remain in proper sequence. Cartons may be filled by putting more than one school’s materials (within or outside of the division) into a single carton as long as the materials remain in proper sequence.

PACKING DIAGRAM

The following illustration is an example of the proper packing of scorable materials.



Follow directions above for additional schools in the division.

- ☑ When packing the cartons, please refer to the following:
 - A 12-inch box can hold approximately 1,800 sheets of paper
 - A 6-inch box can hold approximately 900 sheets of paper
 - A 3-inch box can hold approximately 300 sheets of paper

7.5 Prepare to Ship Scorable Answer Documents

- ☑ Ship all of the division's scorable answer documents at one time **or** you may return Grade 8 and EOC cartons at different times. Remember, materials should be returned as soon as possible after testing (including make-up testing) is completed, **but no later than the last day of the division's testing window.**
- ☑ Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam "peanuts."
- ☑ Affix a **red** "Virginia SOL Non-Writing Test Scorable Answer Documents" label (shipped to you in the DDOT Scorable Return Materials Kit inside the Red Vinyl Folder) to the top of **each** sealed carton.

NOTE: Make sure the Pearson address labels used for **return** of test materials are for "Summer 2008 Non-Writing Administration." Using leftover labels from other administrations will delay results for your scorable materials.

Do not use the **green** labels, which will identify return shipments of non-scorable secure materials, for this shipment.

- ☑ Count the cartons. Then, in the space provided on the label, number the cartons sequentially. This carton will be "1 of X," with remaining cartons numbered "2 of X," "3 of X," and so on.
- ☑ Find the pre-printed FedEx overnight shipping labels or the K2 Logistics Bill of Lading next-day shipping forms that were included in your Return Materials Kit.



IMPORTANT: The FedEx overnight shipping labels or K2 Logistics Bill of Lading next day shipping form display an Iowa City, Iowa, address and must be used for this shipment of scorable answer documents. Do not ship answer documents using the FedEx ground labels or K2 Logistics Bill of Lading ground form, U.S. Mail or any other carrier. Use of the FedEx or K2 Logistics Bill of Lading ground labels for this shipment will result in delay of your division's receipt of SOL test results.

- ☒ If using a FedEx overnight shipping label, use the following steps to complete and affix one label to each carton.
 - ☐ Verify the pre-printed information on each FedEx overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
 - ☐ If you need to order additional FedEx shipping labels, you can do so through the additional order screens in PEM Solutions or call the Pearson Support Center to avoid billing of this shipment to your division.
 - ☐ Remove its backing and affix a completed FedEx overnight shipping label to the **top of each carton.**
- ☒ If using the K2 Logistics Bill of Lading next-day shipping form, follow the steps below to complete the form. **NOTE:** You will only need to complete one Bill of Lading per shipment.
 - ☐ Verify the pre-printed information on the K2 Logistics Bill of Lading next-day shipping form. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
 - ☐ If you need to order additional K2 Logistics Bill of Lading shipping forms, you can do so through the additional order screens in PEM Solutions or call the Pearson Support Center to avoid billing of this shipment to your division.
 - ☐ Keep the completed Bill of Lading form with your shipment. You will give this form to the driver upon delivery pickup.
 - ☐ Make sure that the cartons containing scorable answer documents are shipped to the following address:

**Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245**

7.6 Arrange a Pickup of Scorable Answer Documents

- ☒ If using FedEx to ship the answer documents, use the instructions that follow.
 - ☐ Contact FedEx **the day before you expect to have your shipment ready.** You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.



IMPORTANT: For answer document PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use this 800 number only.

Pearson provides Virginia's schools the FedEx Premier Customer Services for Express and Ground shipping. This service assigns a dedicated service representative to its customers. To access these services, please call FedEx at 1-800-463-3339, and then press 9. When prompted, enter a nine-digit return account number, which is determined by the shipment destination. This account number is located on the FedEx return labels. The nine-digit return account number for scorable answer documents is also listed in the cover memorandum included with the DDOT Pre-Pack Materials.

When calling, be sure to tell the FedEx customer service representative that the shipment is to be paid for by Pearson (“Receiver” on the shipping label) and that you will be using pre-paid overnight shipping labels.

- ☐ If your building closes before 5 P.M., be sure to instruct FedEx to arrive prior to 3 P.M.

If you need assistance from a FedEx Representative, or if a FedEx driver requests payment for this pickup, call Pearson Support Center.

Before the FEDEX driver arrives, double-check the following:

- Has a **red** SOL label been completed (including the carton number) and affixed **to the top of each carton**?
- Has a **FedEx overnight shipping label** been completed and affixed to each carton?
- Store the sealed cartons in a locked, secure area until the FedEx driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this FedEx pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the removable strips pre-printed with the Tracking Numbers. Detach the strip with the Tracking Number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix G). This will help to ensure that your shipment can be traced if necessary.

- ☒ If using K2 Logistics Bill of Lading to ship the answer documents, use the instructions that follow.

- ☒ **If you need assistance from a K2 Logistics representative, call Pearson Support Center.**

- ☐ Contact K2 Logistics **the day before you expect to have your shipment ready.**



IMPORTANT: For answer document **PICKUP**, contact K2 Logistics toll-free at 888-886-0780. Use this 888 number only. You also may schedule a pickup via the K2 Logistics Web site at www.k2logistics.com.

When calling K2 Logistics at 888-886-0780, you will be connected with a customer service representative dedicated to Pearson. Be sure to tell the customer service representative that you will be using a pre-paid shipping label.

- ☐ If your building closes before 5 P.M., be sure to instruct K2 Logistics to arrive prior to 3 P.M.

If you need assistance from a K2 Logistics representative, or if a K2 Logistics driver requests payment for this pickup, call Pearson Support Center.

Before the K2 Logistics driver arrives, double-check the following:

- Has a **red** SOL label been completed (including the carton number) and affixed **to the top of each carton**?
- Has a **K2 Logistics Bill of Lading next day shipping form** been completed?
- Store the sealed cartons in a locked, secure area until the K2 Logistics driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this K2 Logistics pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the customer copy of the tracking information. This will help to ensure that your shipment can be traced if necessary.

7.7 Receive and Pack Secure Test Booklets Returned by the STCs

- ☑ Remember the following very important points:
 - Test booklets must be shipped **no later than 10 school days after the end of the division's testing window**.
 - Use the FedEx Ground labels or the K2 Logistics Bill of Lading Ground forms and **green** "Virginia SOL Non-Writing Tests Non-Scorable Secure Test Materials" labels that were included in your DDOT Non-Scorable Return Materials Kit.

NOTE: Make sure the Pearson address labels used for **return** of test materials are for "Summer 2008 Non-Writing Administration." Using leftover labels from other administrations will delay receipt of the division's verification report for non-scorable secure materials.

Do not ship test booklets using the FedEx overnight labels, the K2 Logistics Bill of Lading next day forms, via U.S. Mail or any other carrier.

- ☑ Verify that each STC has prepared test booklets prior to delivery to you as follows:
 - Quantities of test booklets must have been recorded on the *School Packing List/Transmittal Form* and if there are discrepancies, include copies of the packages' *Assembly ID Sheets* to explain any differences in the number of test booklets received and returned (see Section 6.8).
 - Both the original and a photocopy of the *School Packing List/Transmittal* and copies of *Assembly ID Sheets* noting a discrepancy should have been returned to you with the cartons of test booklets. **DO NOT** send this documentation to Pearson.
- ☑ If students in your division were tested with regular-audio, Braille, or large-print test booklets or their accompanying audiotapes, use the *School Packing List/Transmittal Forms* in Appendix B to verify that all of these Special Test Forms secure materials have been returned by the STC.

All regular print test booklets used with audiotapes, Braille, and large-print test booklets and their accompanying audiotapes must be returned to Pearson.

- ☑ Upon receipt of each school's materials, count the test booklets.
- ☑ Keep the completed *School Packing List/Transmittal Form* and completed *Assembly ID Sheets* for test booklets until the division's verification report of secure materials has been received from Pearson and reconciled.



IMPORTANT: Remember that any lost test booklets must be reported to the Virginia Department of Education as a testing irregularity as soon as the problem is identified. If the security procedures in all SOL manuals are followed closely, this should be a very rare occurrence. Pearson will conduct an accounting of all returned test booklets and advise the Virginia Department of Education of the results for all school divisions. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.

- ☑ Prepare and package all unused, regular, overage secure materials for return shipment.
- ☑ Record counts of unused division overage regular and special test secure materials on the *Division Return Verification* in Appendix G.
- ☑ Prepare and package all unused Special Test Forms (large-print, Braille, and regular-audio) booklets, audio tapes, and Examiner's copy of test booklets, for return shipment.
- ☑ If a discrepancy has occurred, fill in the blanks to describe it on the *Division Return Verification*. Keep on file until all the division's secure materials have been reconciled.

7.8 Organize and Ship Test Booklets to Pearson

- ☒ Working first with your division overage, and then with one school's materials at a time, use the following steps to organize and ship test booklets.
 - ☐ The STC should have included a copy of the completed *School Packing List/Transmittal Form* and, if applicable, any *Assembly ID Sheets* with discrepancies noted in one of the school's cartons.
 - ☐ Locate the **green** Virginia *Non-Writing* non-scorable materials labels that were included in your DDOT Non-Scorable Return Materials Kit. On each green label, enter the name of your school division on the DIVISION NAME line. Affix one label to the **top** of each carton.
 - ☐ Next, on each green label, use a permanent marker to consecutively number the cartons for this school, beginning with the first carton through the last carton (#1, #2, #3, etc.).
 - ☐ As you work through the school's materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.
 - ☐ Repeat the first three steps above for every school in the division.

As you number the cartons, make sure that all carton numbers are **consecutive across the division**. For example, if the first school's last carton was #3, the first carton for the second school will be #4.
 - ☐ Test booklets must be shipped no later than 10 school days after the end of the division's testing window.
 - ☐ Locate the FedEx Ground shipping labels or the K2 Logistics Bill of Lading Ground shipping forms (included in your DDOT Non-Scorable Return Materials Kit). Place one of the FedEx label on **top** of each carton or complete the K2 Logistics Bill of Lading form. For your convenience, both carriers' labels/forms are pre-printed with the origination and destination information.
 - ☐ FedEx Ground labels contain removable strips pre-printed with the tracking numbers. Detach the strip with the tracking number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Number Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix G).
 - ☐ If you are using K2 Logistics, you will receive a customer copy of the Bill of Lading shipping form that will include tracking information for your records.
 - ☐ Contact FedEx or K2 Logistics the day before you expect to have your shipment ready. You must specify that your shipment is for ground delivery. Failure to do so may result in a delay of your shipment.
 - ☐ Be sure to tell the customer service representative that the shipment is to be paid by Pearson and that you will be using FedEx Ground or K2 Logistics Ground.



IMPORTANT: For non-scorable, secure test materials PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use only this 800 telephone number for proper service. If using K2 Logistics, call 888-886-0780. If you need assistance from a FedEx or K2 Logistics representative, or if a FedEx or K2 Logistics driver requests payment for this pickup, call Pearson Support Center.

7.9 Verify Receipt of Required Forms from STCs

- ☒ Obtain as quickly as possible any forms that you may not have yet received:
 - *School Division Personnel Test Security Agreements (Including Examiners/Proctors)*
 - *School Packing List/Transmittal Form*
 - Examiners' completed *Test Booklet Package Assembly ID Sheets* (attached to *School Packing List/Transmittal Form*)
 - *School Affidavit*

- ☒ Retain these forms in accordance to the local records retention schedule.

7.10 Complete and Return the SOL School Division Affidavit

- ☒ Complete the *School Division Affidavit* (Appendix A).
- ☒ Return the signed affidavit to the Virginia Department of Education no later than **two weeks after end of the division's testing window**.

7.11 Review Disposition of All Test Materials

- ☒ The STC has been instructed to dispose of the following materials as directed by you:

Non-Secure

- *Test Implementation Manual*
- all *Examiner's Manuals*
- *Web-based Test Directions Manual*
- unused answer documents

Secure

- test tickets
- used scratch paper
- unused Pre-ID labels
- damaged answer documents marked "VOID"
- used Mathematics Formula Sheets
- used Periodic Table of the Elements

- ☒ You may have STCs dispose of these materials or you may have them returned to you.
- ☒ With the exception of test tickets, unused Pre-ID labels, used formula sheets, Periodic Tables of the Elements, scratch paper, and answer documents marked "VOID," which must be shredded or burned, other materials may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear in that regard.
- ☒ Instruct STCs on procedures for clearing the memory and storing calculators, rulers, and compasses.
Do **not** pack the materials listed above with the test booklets that are returned to Pearson.
There is no requirement that you inspect any of these materials.
- ☒ Refer to Table 9, *DDOT Disposition of Test Materials*, to review your division's disposition of all testing materials.

Table 9. DDOT Disposition of Test Materials

	Item(s)	Required signatures	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents/Header Sheets 	None	Packed in new cartons with red labels and shipped by FedEx Overnight or K2 Logistics Bill of Lading to Iowa City, IA
	<ul style="list-style-type: none"> Test booklets Braille and large-print examiners' copies Audiotapes Braille, large-print test booklets and audiotapes 	None	Packed and shipped with green labels by FedEx ground or K2 Logistics Bill of Lading to Iowa City, IA
Non-scorable, secure test materials	<ul style="list-style-type: none"> Test tickets Unused Pre-ID labels Used Mathematics Formula Sheets and Periodic Tables of the Elements if applicable Voided answer documents Used scratch paper 	None	Destroyed according to local procedures
	<ul style="list-style-type: none"> Test Irregularity Form(s) (if needed) 	STC/DDOT	Submitted to DDOT within 24 hours of occurrence; faxed to DOE if necessary
Required Forms	<ul style="list-style-type: none"> School Packing List/Transmittal Forms (with Assembly ID Sheets attached) 	Examiners/STC	Retained in DDOT's file according to local records retention schedule
	<ul style="list-style-type: none"> School Division Personnel Test Security Agreements (Including Examiners/Proctors) 	Examiners/Proctors	
	<ul style="list-style-type: none"> Division Overage Packing List Division Receipt Verification Form Division Receipt Verification Form 	DDOT	
	<ul style="list-style-type: none"> School Affidavit 	STC/Building Principal	
	<ul style="list-style-type: none"> School Division Affidavit 	DDOT/Division Superintendent	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused answer documents Unused Header Sheets Unused paper bands Examiner's Manuals (Including Web-Based Test Directions) Test Implementation Manuals 	N/A	Disposal of per local instructions
	<ul style="list-style-type: none"> Calculators, rulers, and compasses 	N/A	Stored according to DDOT instructions

THANK YOU

We appreciate your time and effort in participating in the Summer 2008 SOL Assessments for *Non-Writing*.

Appendix A

Test Security

<i>Test Security Guidelines</i>	63
General Assembly Legislation	64

Test Security School Forms

<i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i>	66
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Test Security Division Forms

<i>School Division Test Security Agreement</i>	68
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APPENDIX A
VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING ASSESSMENT PROGRAM
SUMMER 2008

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not allowed to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL test are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax or in writing. Call (804) 225-2102 to report a violation by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Student Assessment and School Improvement.

Please read legislation passed by the Virginia General Assembly (§ 22.1–19.1 Actions for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

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Updated October 2007

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1-19.1. Action for violations of test security procedures.

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

1. Permitting unauthorized access to secure test questions prior to testing;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Altering test materials or examinees' responses in any way;
5. Creating or making available answer keys to secure tests;
6. Making a false certification on the test security form established by the Department of Education; or
7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation. Furthermore, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 may be assessed a civil penalty for the same violation under this section and the reasonable costs of any review or investigation of a violation of test security.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund.

This page may be photocopied.

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1-292.1. Violation of test security procedures; revocation of license.

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions; and
9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 2.2-4000 et seq.) and § 22.1-298.1, governing the licensure of teachers.

This page may be photocopied.

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2008 NON-WRITING TESTS**

**SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. If I witness or suspect a breach in test security or confidentiality, I will notify the STC or DDOT immediately.
8. I understand my Login ID and password for the Virginia SOL Web-based Assessments Program are secure and must remain confidential.
9. I have read the legislation passed by the Virginia General Assembly (§22.1–19.1 Action for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license).
10. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.

Please be sure to sign and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

This page may be photocopied.

Revised May 2008

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2008 NON-WRITING TESTS**

SCHOOL AFFIDAVIT

DIVISION NAME: _____

SCHOOL NAME: _____

The school affidavit must be signed and dated by the STC and the building principal. Return to the Division Director of Testing (DDOT) who must keep the signed school affidavits on file in accordance to the local retention schedule.

SCHOOL AFFIDAVIT

I certify that, to my knowledge, no one in the school building has improperly reviewed, copied, reproduced, altered the students' responses, or had unauthorized access to the SOL assessments test items, test booklets. All SOL test booklets, scorable answer documents, and all other secure test materials have been returned to the DDOT as directed in the *Test Implementation Manual*. Any testing irregularities have been reported in accordance with Virginia Department of Education procedures.

STC's Name (printed or typed):	STC's Signature:	Date:
Building Principal's Name (printed or typed):	Building Principal's Signature:	Date:

The STC may keep a copy of the completed form for the school files in accordance to the local retention schedule.

This page may be photocopied.

Revised May 2008

Appendix A, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2008 NON-WRITING TESTS

SCHOOL DIVISION TEST SECURITY AGREEMENT

FAX THIS TEST SECURITY AGREEMENT BY THE END OF THE FIRST WEEK OF THE DIVISION TESTING WINDOW

TO: PEARSON
VIRGINIA ASSESSMENT PROGRAM
FAX 1-319-358-4298

The Virginia school division _____ acknowledges that the summer
(School Division Name)

2008 SOL assessments are secure tests and agrees to the following conditions of use to ensure the test's security:

1. a. The school division will take all necessary precautions to safeguard all test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.
- b. All persons having access to the SOL TESTING materials (other than students to whom the test is administered) will read the legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license), will read the security guidelines, complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the *Test Implementation Manual*, *Web-based Test Directions*, *Examiner's Manuals*, and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed testing forms, security agreements, and affidavits will be kept on file in the school division office.
2. a. The school division will keep the test materials in locked storage, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.
- b. Secure student test booklets will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the booklets to Examiners no sooner than the date of testing.
- c. Test materials will be kept secure until they are actually distributed to students.
- d. In no case will students be permitted to remove test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the test instrument.
4. The school division will take all necessary precautions to ensure that students' responses are not altered in any way.
5. Upon completion of testing, the school division will ensure that all test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Pearson that I, and anyone having access to the SOL test materials, will abide by the above conditions.

BY: _____

BY: _____

TITLE: Division Director of Testing

TITLE: Division Superintendent

DATE: _____

DATE: _____

This page may be photocopied.

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2008 NON-WRITING TESTS**

SCHOOL DIVISION AFFIDAVIT

FAX THIS AFFIDAVIT NO LATER THAN TWO WEEKS AFTER THE END OF THE DIVISION TESTING WINDOW:

**TO: VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF ASSESSMENT AND REPORTING
FAX 1-804-371-8978**

SCHOOL DIVISION NAME:

The School Division Affidavit must be signed and dated by the Division Director of Testing (DDOT) and the school division superintendent.

SCHOOL DIVISION AFFIDAVIT

I certify that, to my knowledge, no one in the school division has improperly reviewed, copied, reproduced, altered the students' response, or had unauthorized access to the SOL assessments test items or test booklets. All SOL test booklets and scorable answer documents have been returned to the division office as directed in the *Test Implementation Manual*. Any testing irregularities have been reported in accordance with Virginia Department of Education procedures.

DDOT's Name (printed or typed):	DDOT's Signature:	Date:
Division Superintendent's Name (printed or typed):	Division Superintendent's Signature:	Date:

This page may be photocopied.

Revised May 2008

Appendix B

Division Forms

Sample <i>Division Overage Packing List</i>	73
Sample <i>Division Receipt Verification Form</i>	75
Sample Test Booklet Package <i>Assembly ID Sheet</i>	76

School Forms

Sample <i>School Packing List/Transmittal Form</i>	77
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APPENDIX B
SAMPLE DIVISION OVERAGE PACKING LIST
(PAGE 1/2)

VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS
DIVISION OVERAGE PACKING LIST

Deliver To: 1231234
JUDSON DIVISION

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

LEGEND

ALT:	Alternate	NON-SEC:	Non-Secure
ANS:	Answer	SEC:	Secure
BR:	Braille	TB:	Test Booklet
CASS:	Cassette	NW:	Non-Writing
FM:	Form	(5):	Pack of 5
GR:	Grade	(10):	Pack of 10
LP:	Large Print	(25):	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000180	SEC NW MATERIALS DDOT MEMO, SUM 08	Single	1	0	1
VA00000181	SEC NW RETURN MATERIALS KIT	1 pack of 1	1	0	1
-VA00000182	-SEC NW RTN INSTRUCTIONS, SUM 08	Each	1	0	
-VA00000024	-RETURN FREIGHT MATERIALS	Set	1	0	
-VA00000183	-SEC MATERIALS RETURN LABELS, GREEN	Set	1	0	
VA00000161	8 READ [R0118-R0718] (10) 006921661 – 00621670	1 pack of 10	10	0	2
VA00000152	EOC ALG I [M5037-M6036] (10) 006921661 – 00621670	1 pack of 10	10	0	2

For Internal Use Only:

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-06 14:30

Page 1 of 2

**SAMPLE DIVISON OVERAGE PACKING LIST
(PAGE 2/2)**

**VIRGINIA
STANDARDS OF LEARNING
SUMMER *NON-WRITING* SECURE TEST
MATERIALS
DIVISION OVERAGE PACKING LIST**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.
_____ (Yes/No)

If "No," please indicate missing materials or discrepancies,

Signature: _____ Date: _____

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-06 14:30
Page 2 of 2

SAMPLE DIVISION RECEIPT VERIFICATION FORM

**VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS**

DIVISION RECEIPT VERIFICATION FORM

Deliver To: 1231234
JUDSON DIVISION

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Received
	Overage	8 READ [R0118-R0718]	006921661	006921670	10	
	Overage	8 MATH [M1118-M0618]	006923531	006923540	10	
1104	MANCHESTER LOCAL SCH	GR 8 NW AUDIO TB CASSETTE	6990501	6990501	1	
1104	MANCHESTER LOCAL SCH	8 MATH AUDIO TB	6990531	6990531	1	
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW TB	6990561	6990561	1	
1104	MANCHESTER LOCAL SCH	SEC GR 8 NW LP TB	6993681	6993686	6	
1104	MANCHESTER LOCAL SCH	GR 8 NW LP TP CASSETTE	6993711	6993716	4	
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW BR TB	6994401	6994408	8	

For Internal Use Only:

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1


Sequence: 00001

31-JUL-06 14:30

age 1 of 2

Appendix B, continued

SAMPLE TEST BOOKLET PACKAGE ASSEMBLY ID SHEET

Year of Standard	<p style="text-align: center;">VIRGINIA STANDARDS OF LEARNING SUMMER NON-WRITING SECURE TEST MATERIALS Assembly ID Sheet</p>	Form Number
Name of Test		
Level		Quantity
	<p>EOC READ, 02 R0116, PK 10</p>  <p style="text-align: center; font-size: small;">VA00000161 006921821</p> <p>AFTER OPENING <u>THIS PACKAGE</u> BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:</p> <ol style="list-style-type: none"> 1. Count the number of test materials contained in this package. 2. Check the one that is applicable and explain any discrepancy. <p>___ There were <u>10</u> test materials in this package.</p> <p>___ There were <u>NOT 10</u> test materials in this package.</p> <p>Discrepancy: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Signature _____ Date _____</p> <p>4. Return this Assembly ID sheet to the STC along with all enclosed test materials immediately after the testing session has concluded.</p>	
Range of Security Numbers in Packet	<p>Assembly Number: VA00000161</p> <p>Assembly Name: EOC READ, 02 R0116, PK 10</p> <p>Beginning Serial Range: 006921 821</p> <p>Ending Serial Range: 006921 830</p> <p>Quantity: 10</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: small;">For Internal Use Only.</p> <p>Pg 1 Pkt 33</p> </div>	

Appendix B, continued

SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM

(PAGE 1/2)

**VIRGINIA
STANDARDS OF LEARNING**

**SUMMER NON-WRITING SECURE TEST
MATERIALS**

SCHOOL PACKING LIST/TRANSMITTAL FORM

Deliver To: 1231234
WING MIDDLE SCHOOL

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

LEGEND

ALT:	Alternate	NON-SEC:	Non-Secure
ANS:	Answer	SEC:	Secure
BR:	Braille	TB:	Test Booklet
CASS:	Cassette	NW:	Non-Writing
FM:	Form	(5):	Pack of 5
GR:	Grade	(10):	Pack of 10
LP:	Large Print	(25):	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000161	8 READ [R0118-R0718] (10) 0069222261-0069222320	6 packs of 10	60	0	3
VA00000147	8 MATH [M0118-M0618] (10) 0006922212-006922390	6 packs of 10	60	0	3
VA00000083	EOC ALG I [M3028] (10) 006921661 – 00621670	16 packs of 10	160	0	3
VA00000086	EOC ALG I [M3027] (10) 006921661 – 00621670	11 packs of 10	110	0	3
VA00000078	EOC ALG II [M0328] (10) 006921661 – 00621670	12 packs of 10	120	0	3

For Internal Use Only:

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-06 14:30

Page 1 of 2

SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM (PAGE 2/2)

**VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS
SCHOOL PACKING LIST/TRANSMITTAL FORM**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.
_____ (Yes/No)

If "No," please indicate missing materials or discrepancies,

Signature: _____ Date: _____

School Name: _____

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

31-JUL-06 14:30
Sequence: 00001 Page 1 of 2


Appendix C

Sample Demographic Pages

Sample Demographic Page of a Grade 8 Student Answer Document	81
Sample Demographic Page of an End-of-Course Student Answer Document.....	83

Appendix C

SAMPLE DEMOGRAPHIC PAGE OF A GRADE 8 STUDENT READING ANSWER DOCUMENT (Page 1/2)

	2007 – 2008 Answer Document	READING TEST GRADE 8
---	--	---------------------------------------

Section 1

If this answer document is submitted WITH a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PEM Solutions.

If this answer document is submitted WITHOUT a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PEM Solutions.

Please see Section 2 for additional fields.

A STUDENT NAME			TEACHER		
SCHOOL			SCHOOL DIVISION		
GENDER	GRADE	DATE OF BIRTH	TEST DATE		


C DATE OF BIRTH		
MONTH	DAY	YEAR
<input type="radio"/> Jan		<input type="radio"/> 19
<input type="radio"/> Feb		<input type="radio"/> 20
<input type="radio"/> Mar	0 0	0 0
<input type="radio"/> Apr	1 1	1 1
<input type="radio"/> May	2 2	2 2
<input type="radio"/> Jun	3 3	3 3
<input type="radio"/> Jul	4	4 4
<input type="radio"/> Aug	5	5 5
<input type="radio"/> Sep	6	6 6
<input type="radio"/> Oct	7	7 7
<input type="radio"/> Nov	8	8 8
<input type="radio"/> Dec	9	9 9

D GENDER
<input type="radio"/> Female <input type="radio"/> Male

E STATE TESTING IDENTIFIER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

B LAST NAME										FIRST NAME									
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

JOHNSON
123-4567
KYLE
ANY MIDDLE SCHOOL
DOB: 01/01/1993
GRADE: 8
STL: 0987654321
LS: X LP: X
ETH: W DIS: XX
GENDER: M
SUMMER 2008 NON-WRITING



PLEASE DO NOT WRITE IN THIS AREA																			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
															SERIAL #				

SAMPLE DEMOGRAPHIC PAGE OF A GRADE 8 STUDENT READING ANSWER DOCUMENT
(Page 2/2)

STUDENT NAME	
Last Name	First Name

**2007 – 2008
READING TEST
GRADE 8**

Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.

F READING FORM				G TEST DATE			
MONTH		DAY		YEAR			
<input type="radio"/> Jan				<input type="radio"/> Jan			
<input type="radio"/> Feb				<input type="radio"/> Feb			
<input type="radio"/> Mar				<input type="radio"/> Mar			
<input type="radio"/> Apr				<input type="radio"/> Apr			
<input type="radio"/> May				<input type="radio"/> May			
<input type="radio"/> Jun				<input type="radio"/> Jun			
<input type="radio"/> Jul				<input type="radio"/> Jul			
<input type="radio"/> Aug				<input type="radio"/> Aug			
<input type="radio"/> Sep				<input type="radio"/> Sep			
<input type="radio"/> Oct				<input type="radio"/> Oct			
<input type="radio"/> Nov				<input type="radio"/> Nov			
<input type="radio"/> Dec				<input type="radio"/> Dec			

H TESTING STATUS

Select Only One

1 SPECIAL TEST ACCOMMODATIONS

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Printed in the United States of America.

READING

SAMPLES				
A	(A)	(B)	(C)	(D)
B	(F)	(G)	(H)	(J)

- | | | | | | | | | | | | | | | |
|----|---|---|---|---|----|---|---|---|---|--|---|---|---|---|
| 1 | A | B | C | D | 26 | F | G | H | J | 51 | A | B | C | D |
| 2 | F | G | H | J | 27 | A | B | C | D | 52 | F | G | H | J |
| 3 | A | B | C | D | 28 | F | G | H | J | 53 | A | B | C | D |
| 4 | F | G | H | J | 29 | A | B | C | D | 54 | F | G | H | J |
| 5 | A | B | C | D | 30 | F | G | H | J | 55 | A | B | C | D |
| 6 | F | G | H | J | 31 | A | B | C | D | <div> NOT APPLICABLE
 TO CUMULATIVE
 TEST </div> | | | | |
| 7 | A | B | C | D | 32 | F | G | H | J | | | | | |
| 8 | F | G | H | J | 33 | A | B | C | D | | | | | |
| 9 | A | B | C | D | 34 | F | G | H | J | | | | | |
| 10 | F | G | H | J | 35 | A | B | C | D | | | | | |
| 11 | A | B | C | D | 36 | F | G | H | J | | | | | |
| 12 | F | G | H | J | 37 | A | B | C | D | | | | | |
| 13 | A | B | C | D | 38 | F | G | H | J | | | | | |
| 14 | F | G | H | J | 39 | A | B | C | D | | | | | |
| 15 | A | B | C | D | 40 | F | G | H | J | | | | | |
| 16 | F | G | H | J | 41 | A | B | C | D | | | | | |
| 17 | A | B | C | D | 42 | F | G | H | J | | | | | |
| 18 | F | G | H | J | 43 | A | B | C | D | | | | | |
| 19 | A | B | C | D | 44 | F | G | H | J | | | | | |
| 20 | F | G | H | J | 45 | A | B | C | D | | | | | |
| 21 | A | B | C | D | | | | | | | | | | |
| 22 | F | G | H | J | | | | | | | | | | |
| 23 | A | B | C | D | | | | | | | | | | |
| 24 | F | G | H | J | | | | | | | | | | |
| 25 | A | B | C | D | | | | | | | | | | |
| 26 | F | G | H | J | | | | | | | | | | |
| 27 | A | B | C | D | | | | | | | | | | |
| 28 | F | G | H | J | | | | | | | | | | |
| 29 | A | B | C | D | | | | | | | | | | |
| 30 | F | G | H | J | | | | | | | | | | |
| 31 | A | B | C | D | | | | | | | | | | |
| 32 | F | G | H | J | | | | | | | | | | |
| 33 | A | B | C | D | | | | | | | | | | |
| 34 | F | G | H | J | | | | | | | | | | |
| 35 | A | B | C | D | | | | | | | | | | |
| 36 | F | G | H | J | | | | | | | | | | |
| 37 | A | B | C | D | | | | | | | | | | |
| 38 | F | G | H | J | | | | | | | | | | |
| 39 | A | B | C | D | | | | | | | | | | |
| 40 | F | G | H | J | | | | | | | | | | |
| 41 | A | B | C | D | | | | | | | | | | |
| 42 | F | G | H | J | | | | | | | | | | |
| 43 | A | B | C | D | | | | | | | | | | |
| 44 | F | G | H | J | | | | | | | | | | |
| 45 | A | B | C | D | | | | | | | | | | |
| 46 | F | G | H | J | | | | | | | | | | |
| 47 | A | B | C | D | | | | | | | | | | |
| 48 | F | G | H | J | | | | | | | | | | |
| 49 | A | B | C | D | | | | | | | | | | |
| 50 | F | G | H | J | | | | | | | | | | |

53 (A) (B) (C) (D)
54 (F) (G) (H) (J)
55 (A) (B) (C) (D)
NOT APPLICABLE
TO CUMULATIVE
TEST

PLEASE DO NOT WRITE IN THIS AREA	SERIAL #
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Appendix C, continued

SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT
(Page 1/2)



2007 – 2008
Answer Document

ENGLISH: READING
End-of-Course Test

Section 1

If this answer document is submitted **WITH** a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PEM Solutions.

If this answer document is submitted **WITHOUT** a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PEM Solutions.

Please see Section 2 for additional fields.

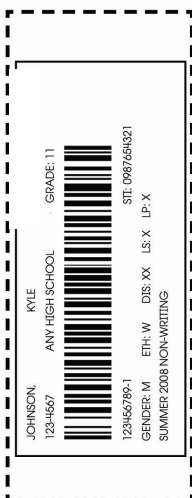
A STUDENT NAME				TEACHER			
SCHOOL				SCHOOL DIVISION			
GENDER	GRADE	DATE OF BIRTH	TEST DATE				

C DATE OF BIRTH		
MONTH	DAY	YEAR
<input type="radio"/> Jan		<input type="radio"/> 19
<input type="radio"/> Feb		<input type="radio"/> 20
<input type="radio"/> Mar	0 0	0 0
<input type="radio"/> Apr	1 1	1 1
<input type="radio"/> May	2 2	2 2
<input type="radio"/> Jun	3 3	3 3
<input type="radio"/> Jul	4	4 4
<input type="radio"/> Aug	5	5 5
<input type="radio"/> Sep	6	6 6
<input type="radio"/> Oct	7	7 7
<input type="radio"/> Nov	8	8 8
<input type="radio"/> Dec	9	9 9

D GENDER
<input type="radio"/> Female <input type="radio"/> Male

E STATE TESTING IDENTIFIER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

B LAST NAME										FIRST NAME									
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z



PLEASE DO NOT WRITE IN THIS AREA																				SERIAL #
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SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT
(Page 2/2)

2007 – 2008
ENGLISH: READING
End-of-Course Test

F		FORM	
R			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4		4
	5		5
	6		6
	7		7
	8		8
	9		9

G			TEST DATE		
MONTH	DAY	YEAR			
<input type="radio"/> Jan		20			
<input type="radio"/> Feb					
<input type="radio"/> Mar	0	0			
<input type="radio"/> Apr	1	1			
<input type="radio"/> May	2	2			
<input type="radio"/> Jun	3	3			
<input type="radio"/> Jul	4	4			
<input type="radio"/> Aug	5	5			
<input type="radio"/> Sep	6	6			
<input type="radio"/> Oct	7	7			
<input type="radio"/> Nov	8	8			
<input type="radio"/> Dec	9	9			

SPECIAL TEST ACCOMMODATIONS																	
1	4	5	6	8	9	13	14	15	16	17	18	21	22	23	27	A	B

SAMPLES				
A	(A)	(B)	(C)	(D)
B	(F)	(G)	(H)	(J)

- | | | | | | | | | | | | | | | | | | | | |
|----|---|---|---|---|----|---|---|---|---|----|---|---|---|---|----|---|---|---|---|
| 1 | A | B | C | D | 26 | F | G | H | J | 51 | A | B | C | D | 76 | F | G | H | J |
| 2 | F | G | H | J | 27 | A | B | C | D | 52 | F | G | H | J | 77 | A | B | C | D |
| 3 | A | B | C | D | 28 | F | G | H | J | 53 | A | B | C | D | 78 | F | G | H | J |
| 4 | F | G | H | J | 29 | A | B | C | D | 54 | F | G | H | J | 79 | A | B | C | D |
| 5 | A | B | C | D | 30 | F | G | H | J | 55 | A | B | C | D | 80 | F | G | H | J |
| 6 | F | G | H | J | 31 | A | B | C | D | 56 | F | G | H | J | 81 | A | B | C | D |
| 7 | A | B | C | D | 32 | F | G | H | J | 57 | A | B | C | D | 82 | F | G | H | J |
| 8 | F | G | H | J | 33 | A | B | C | D | 58 | F | G | H | J | 83 | A | B | C | D |
| 9 | A | B | C | D | 34 | F | G | H | J | 59 | A | B | C | D | 84 | F | G | H | J |
| 10 | F | G | H | J | 35 | A | B | C | D | 60 | F | G | H | J | 85 | A | B | C | D |
| 11 | A | B | C | D | 36 | F | G | H | J | 86 | F | G | H | J | 87 | A | B | C | D |
| 12 | F | G | H | J | 37 | A | B | C | D | 88 | F | G | H | J | 88 | F | G | H | J |
| 13 | A | B | C | D | 38 | F | G | H | J | 89 | A | B | C | D | 89 | A | B | C | D |
| 14 | F | G | H | J | 39 | A | B | C | D | 90 | F | G | H | J | 90 | F | G | H | J |
| 15 | A | B | C | D | 40 | F | G | H | J | 91 | A | B | C | D | 91 | A | B | C | D |
| | | | | | 41 | A | B | C | D | 92 | F | G | H | J | 92 | F | G | H | J |
| | | | | | 42 | F | G | H | J | 93 | A | B | C | D | 93 | A | B | C | D |
| | | | | | 43 | A | B | C | D | 94 | F | G | H | J | 94 | F | G | H | J |
| | | | | | 44 | F | G | H | J | 95 | A | B | C | D | 95 | A | B | C | D |
| | | | | | 45 | A | B | C | D | 96 | F | G | H | J | 96 | F | G | H | J |

53 (A) (B) (C) (D)
54 (F) (G) (H) (J)
55 (A) (B) (C) (D)

2002
STANDARDS
USE ONLY[illegible]

Appendix D

Special Test Accommodations

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Special Test Accommodations Codes Grade 8 <i>Non-Writing Literacy and Numeracy</i> Tests.....	92
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APPENDIX D

SPECIAL TEST ACCOMMODATIONS *(Paper/Pencil and Online Tests Administrations)*

Directions: Before testing, the Examiner should become familiar with special test accommodations specified in students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*, and coordinate with the STC how accommodations will be met during the testing session. Not all accommodations are available for online testing. Be sure a student's needs may be met through an online test before testing begins.

Accommodations **NOT** available with online testing are as follows:

- multiple sessions
- large-print tests
- increased size of answer circles
- Braille tests
- communication board
- response by word processor, Braille
- augmentative communication device

Questions about whether accommodations not listed in this manual are permissible should be directed by the DDOT to the Virginia Department of Education, Office of Test Administration, Scoring, and Reporting.

For additional information, refer to the *Procedures for Participation of Students with Disabilities in Virginia's Accountability System* located at:

www.doe.virginia.gov/VDOE/Assessment/home.shtml

Additional materials required for testing accommodations

Some accommodations require additional materials and supplies for test administration. It is important to review students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans* to identify necessary materials or devices in advance of the test dates. Examiners conducting a read aloud administration **MUST** ensure that the test booklets used have IDENTICAL form numbers so that the Examiner and student(s) are viewing the same test items. For students who will be using audiotapes that accompany the Braille, large-print, or regular versions of a test, they will need tape recorders, preferably one for each student. Other students may require magnification aids or a Braillewriter, depending on what their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans* specify.

The school division must supply enlarged copies of the answer documents if they are required by students.

Audiotaping

Some accommodations require that the test administration be audiotaped. These accommodations include:

- Read-aloud administration (if not proctored)
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark the regular answer document; or the student responds verbally

For students with such accommodations specified in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*, arrange for the test administration to be audiotaped.

Appendix D, continued

Assistance with Directions

The Examiner may make modifications as needed to the specific directions for administering a test to ensure that students taking the Braille, large-print, and/or audiotape versions of the test understand the testing procedures. For example, tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version and is read at the beginning of audiotapes.

Assistance with directions may include reading directions to students, simplifying directions, clarifying directions, or writing directions. The Examiner may simplify directions by restating the directions using more familiar or clearly understood terminology. The Examiner also may clarify directions by answering questions from the students about the test directions related to the mechanics of the test.

An accommodation may require that the Examiner provide a copy of the directions for the student to reference during testing. Directions may be copied from either the student's test booklet or the *Examiner's Manual* or the *Web-Based Test Directions*. The directions may be written on the classroom's dry-erase board or chalkboard, displayed on an overhead projector, or copied onto individual sheets of paper. Again, special care must be taken when assisting with directions so as not to lead the students to correct responses.

Interpreters

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. Interpreters for paper/pencil and online tests must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* (Appendix A).

Interpreting Directions

Assistance with directions may include interpreting the test directions through signing or transliterations. Hearing-impaired students who normally communicate in an alternative or manual method may be provided an educational interpreter to interpret test directions or to answer questions concerning test instructions or procedures. The Examiner must be present for the testing session and read aloud the test directions as presented in the *Examiner's Manual* or the *Web-Based Test Directions* so that they can be communicated in the alternative or manual method by the educational interpreter. The student must direct any questions to the Examiner, and the Examiner's response must be communicated by the educational interpreter. The interpreter should also communicate sample questions that are read aloud as part of the test directions.

Interpreting (e.g., Signing, Transliteration) Test Items

An interpreted (e.g., signing, transliteration) test administration must be proctored by appropriate school personnel. The interpreter must be very careful when interpreting the test items so as not to lead the student to a correct answer by facial expression or by repeating any part of the test that is not specifically requested by the student.

Online Tests Only

If the interpreter requires access to a test on a workstation, follow the Read-Aloud procedures below to obtain a test ticket for the Interpreter. Be sure to select the Read-Aloud form for each student so that the students' test forms match the interpreter's test form.

The Test Examiner and the Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification shall be retained on file in the office of the DDOT until scores are received and verified.

Appendix D, continued

Read-aloud Administration

Students with disabilities or LEP students who have the accommodation of having the test read to them will use the same form as other students in their classroom. Examiners conducting a read-aloud administration **MUST** ensure that the students' test booklets have **IDENTICAL** form numbers on the front covers, so that the Examiner and student(s) are viewing the same test items.

A read-aloud administration must be recorded or proctored. The taped record of the entire testing session shall be retained on file and secure in the office of the DDOT until scores are received and verified. If proctored, the Test Examiner and Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification must be retained on file and secure in the office of the DDOT until scores have been received and verified.

Special attention must be given to the IEP, 504 management plan or *LEP Student Assessment Participation Plan* for specific accommodations regarding reading the test aloud. For example, a student's accommodation may require the entire test to be read orally or may require having words, questions, or sentences read orally only when requested by the student. In particular, care must be taken to describe graphics without leading the student to the correct response. The audiotope provides a taped version of the test instructions and test items. **The Examiner who is to read the tests aloud, should listen to an online audio training test (located in the Training Center on the login page of PEMSolutions) for a standard approach to reading test questions.** A regular-print, large-print, Braille, or regular version of the test should be used in conjunction with reading the test aloud in order to provide the student multi- sensory stimulation. Test items must be read in English.

The Examiner must be very careful when reading the test aloud so that he/she does not lead the student to a correct response by intonation or by repeating any part of the test that is not specifically requested by the student. **Prior to reading aloud a test item, take a moment to review the item so that the answer is not inadvertently given to the student. Depending on the content of the test item, you may need to read aloud "Broad RD." as "Broad R-d period." Similarly, you may need to read the number 3,254 as "three comma two five four."**

For more detailed information, refer to the *Virginia Standards of Learning Assessments Guidelines for Administering the Read-Aloud Accommodation* at

www.doc.virginia.gov/VDOE/Assessment/Assess.PDF/readaloudguidelines.pdf

Online Tests Only

Examiners that will be reading an online test aloud to students who require this accommodation will be given access to an online test to be viewed on the Examiner's workstation only. This online test will not be scored or reported in the online system. Access to the test is being provided to allow the Examiner to read the questions and answer options to the student(s) on a computer monitor that is not part of a student's workstation. Divisions will have the capability of printing the Examiner test tickets after the Read-Aloud session has been created. Directions are as follows:

- To create Read-Aloud test sessions, select "yes" from the dropdown box on the New Test Session screen. A Read-Aloud session will be indicated on the New Test Session screen.
- Click on the Authorizations button to view the Proctor Authorization ticket. Clicking this button will display the Examiner's test ticket. This ticket should be printed on colored paper to differentiate it from the students' test tickets and kept secured until the day of testing. The Examiner test tickets should be printed no more than **4 days** prior to a test session.

Appendix D, continued

- The Examiner test ticket is not valid until the test session is started, and it will remain active until the test session is stopped. Unlike the students' online tests, the Examiner may exit the test and log back into the test using the login information on the ticket **without** resuming the test. Because of this, **it is imperative that Read-Aloud test sessions are stopped immediately after the test session is complete.** All Read-Aloud administrations must be tape recorded **or** proctored.
- Examiner test tickets are generated based on the form of the first student in the session's student list. Therefore, do not assign Alternate Read-Aloud forms to students in the test session unless **ALL** students in the session are to receive the Alternate Read-Aloud form. Any student needing the Alternate Read-Aloud form must be moved to a new test session.

The PEMSolutions *Virginia Standards of Learning Assessments User's Guide* provides information about Read-Aloud sessions.

Transcription of Students' Answers

NOTE: Prior approval must be obtained from the STC to conduct a transcription of student(s) answers.

The accommodation for transcribing students' test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. A student's responses to the multiple-choice and direct-writing tests must be transcribed to the regular answer document by a school official if the student's answers were:

- recorded on Braille paper or on an enlarged copy of the answer document,
- dictated to an Examiner/Proctor and audiotaped, or
- marked directly in the test booklet.

The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may transcribe or verify the transcription. Other adults in the school can also transcribe responses or verify responses without formal training as a Proctor. However, the same individual should transcribe the entire response. An alert will be triggered if a response appears with more than one individual's hand writing. **NOTE: The students' responses must not be altered in any way.**

Transcriptions must be completed as soon as possible after the test has been administered. Remember that an answer document is considered to be secure once a student's answers have been recorded on it. Therefore, the answer documents must be kept in locked storage when not in use during an actual testing session.

The student's Braille responses, an enlarged copy of the answer document, an audiotape of the students responses, **and/or** the marked test booklet shall be retained on file and secure in the office of the DDOT until scores are received and verified.

Using Audiotapes that Accompany Braille, Large-Print, or Regular-print Versions of the Test

NOTE: Only use the audiotape accompanying the Braille or large-print test forms/prompts if the student has use of an audiotape as an accommodation on her/his current IEP or 504 management plan.

Before test administration, check tape recorders to be sure they will work correctly during test administration. Check the labels of the audiotapes to see that the subject area and test form number match the Braille, large-print, or regular-print test booklets.

In each set of specific directions for administering a subject area test, listen for an indication of a **NOTE** box

Appendix D, continued

that will advise exactly when to begin playing an audiotape. On the audiotape, the narrator reads the directions and the sample questions but does not refer to the answer document or how to enter answers. The Examiner may modify instructions to the student as necessary. **Students may pause or stop a tape as necessary during the test to follow its contents and keep up with the narration.** So that students may stop the tape as they need to, it is best to have an individual tape and tape recorder for each student using an audiotape version.

Online Tests Only

Audio version accommodation

For Summer 2008 all Web-based assessments are available in the audio version. Before administering any online audio tests, determine if your division has workstations that meet the minimum requirements for the online audio tests. In addition, ensure that the most recent version of TestNav™ has been installed on the workstations. Refer to the PEMSolutions *TestNav Technology Guidelines* on the Support page for more information about the audio test specifications. You may access PEMSolutions at:

<http://pearsonaccess.com/va>

- The Proctor Caching functionality must be used when delivering an audio form of the test. Proctor Caching allows test administrators to “pre-fetch” test content. This accelerates the delivery of test content to students and reduces the amount of bandwidth required for electronic testing. Because audio files consume a large amount of bandwidth, Proctor Caching is necessary when delivering an audio test to a student. For details on downloading, installing, and using Proctor Caching, refer to the PEMSolutions *Proctor Caching User’s Guide*. The STC or designated technology representative should ensure that the online audio test is cached before the test session begins.
- The DDOT or STC may assign the online audio form to a student after the test session has been created. For directions on assigning the audio form, refer to the PEMSolutions *Virginia Standards of Learning Assessments User’s Guide*.
- When administering the online audio version of a test, an audio control box will appear in the upper right corner of TestNav™. The box may be moved by clicking on the blue title bar and dragging the box to the desired location. The audio controls, resembling those of familiar media players found on computers, do the following: *Stop*, *Rewind*, *Pause/Play*, and *Fast Forward*. A slider is available to move forward and backward throughout the recording. A volume control, designated by the *Speaker* icon in the bottom right corner of the audio control box, allows you to adjust the volume of the recording as needed.
- The test question and answer options will be read automatically as a student advances to each question. Students may listen to a question as many times as necessary. Only the recording for the passage and/or question on the screen will play at any given time. If several students will be tested using the online audio form in the same location, headphones will need to be provided for each of the students. If a student needs clarification of what was heard on the audio test, the Examiner may repeat anything on the screen that is requested by the student.
- Using an online audio version of the test is one of the preferred methods of oral presentation as it provides uniform administration statewide. The student should have instructional experience with similar electronic media players found on computers. Unless the student has experience with using electronic media players, the online audio version of a test may cause more difficulty than assistance.

Appendix D, continued

Special Test Accommodations Codes
Grade 8 Literacy and Numeracy Tests

Reading		Mathematics (including Plain English Mathematics)		Available for Online Testing	Answer document circle number	
LEP	SWD	LEP	SWD			
•	•	•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day.
					2	group size
					3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	L	•	•	6	large-print test
					7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	L	•	•	9	Braille test/Braille answer document
		•	•	•	10	reading in English of test items (except for <i>Reading</i> test). If IEP calls for reading the test aloud, see # 14.
		•	•	•	11	audiotape version of test items (except for <i>Reading</i> test). If IEP calls for using audiotape version of test see # 15.
		L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>Reading</i> test). If IEP calls for interpreting the test, see # 16.
L	•	L	•	•	13	communication board/pictorial presentation
L	•			•	14	reading test items in English on the <i>Reading</i> test
L	•			•	15	using audiotape version of the <i>Reading</i> test
L	•			•	16	interpreting (e.g., signing, transliteration) test items on the <i>Reading</i> test
•	S	•	S	•	17	bilingual dictionary
•	•	•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
		L	•	•	19	math aids (e.g., abacus, manipulatives)
					20	large diameter pencil, special pencil, pencil grip
L	•	L	•	•	21	respond by word processor, typewriter, Braille
L	•	L	•	•	22	augmentative communication device
L	•	L	•	•	23	spelling aids: spelling checker, spelling dictionary
				•	24	tape recorder (pre-writing only)
				•	25	dictation in English to a scribe (direct writing component only)
				•	26	use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	•	•	27	other (must obtain prior approval from VDOE)
		L	•	•	28	calculator with additional functions to those routinely supplied to all students
		•	•	•	A	<i>Plain English Mathematics</i> Test
•	•	•	•	•	B	other (must obtain prior approval from VDOE)

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

||||| These accommodations are available to all students as needed.

These accommodations are not available as online.

Revised 9/18/07

Appendix D, continued

Special Test Accommodations Codes End-of-Course *English: Reading* Test

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
			2	group size
			3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
			7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
			10	reading in English of test items (except for <i>English: Reading</i> test). If Plan calls for reading the test aloud, see #14.
			11	audiotape version of test items (except for <i>English: Reading</i> test). If Plan calls for using audiotape version of test, see #15.
			12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i> test). If Plan calls for interpreting the test, see #16.
L	•		13	communication board/pictorial presentation
L	•	•	14	reading test items in English on the <i>English: Reading</i> test
L	•	•	15	using audiotape version of the <i>English: Reading</i> test
L	•	•	16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
			19	math aids (e.g., abacus, manipulatives)
			20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
			24	tape recorder (pre-writing only)
			25	dictation in English to a scribe (direct-writing component only)
			26	use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
			A	<i>Plain English Mathematics</i> test
•	•	•	B	other (must obtain prior approval from VDOE)

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

||||| These accommodations are available to all students as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 9/18/07

Appendix D, continued

Special Test Accommodations Codes
**End-of-Course *Mathematics* Tests: *Algebra I* (Including *Plain English Algebra I*),
*Geometry, Algebra II***

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
			2	group size
			3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
			7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i> test). If Plan calls for reading the test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i> test). If Plan calls for using audiotape version of the test, see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i> test). If Plan calls for interpreting the test, see #16.
L	•		13	communication board/pictorial presentation
			14	reading test items in English on the <i>English: Reading</i> test
			15	using audiotape version of the <i>English: Reading</i> test
			16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
L	•	•	19	math aids (e.g., abacus, manipulatives)
			20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
			24	tape recorder (pre-writing only)
			25	dictation in English to a scribe (direct-writing component only)
			26	use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
•	•	•	A	<i>Plain English Algebra I</i> only
•	•	•	B	other (must obtain prior approval from VDOE)

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

||||| These accommodations are available to all students as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 9/18/07

Appendix D, continued

Special Test Accommodations Codes End-of-Course Science Tests: *Biology, Earth Science, Chemistry*

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
			2	group size
			3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	•	6	large-print test
			7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	•	9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i> test). If Plan calls for reading the test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i> test). If Plan calls for using audiotape version of the test, see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i> test). If Plan calls for interpreting the test, see #16.
L	•	•	13	communication board/pictorial presentation
■	■	■	14	reading test items in English on the <i>English: Reading</i> test
■	■	■	15	using audiotape version of the <i>English: Reading</i> test
■	■	■	16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
L	•	•	19	math aids (e.g., abacus, manipulatives)
			20	large-diameter pencil, special pencil, pencil grip
L	•	•	21	respond by word processor, typewriter, Braille
L	•	•	22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
■	■	■	24	tape recorder (pre-writing only)
■	■	■	25	dictation in English to a scribe (direct-writing component only)
■	■	■	26	use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
L	•	•	28	calculator with additional functions to those routinely supplied to all student
■	■	■	A	<i>Plain English Mathematics</i> test
•	•	•	B	other (must obtain prior approval from VDOE)

- Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.
- S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.
- L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.
- These accommodations are available as needed.
- |||| These accommodations are available to all students as needed.
- These accommodations are NOT available or NOT applicable with online testing.

Revised 9/18/07

Appendix D, continued

Special Test Accommodations Codes End-of-Course *History/Social Science Tests: Virginia and United States History, World History I, World History II, World Geography*

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
			2	group size
			3	environmental modifications (e.g. special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
			7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i> test). If Plan calls for reading the test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i> test). If Plan calls for using audiotape version of the test, see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i> test). If Plan calls for interpreting the test, see #16.
L	•		13	communication board/pictorial presentation
			14	reading test items in English on the <i>English: Reading</i> test
			15	using audiotape version of the <i>English: Reading</i> test
			16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
			19	math aids (e.g., abacus, manipulatives)
			20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
			24	tape recorder (pre-writing only)
			25	dictation in English to a scribe (direct-writing component only)
			26	use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
			A	<i>Plain English Mathematics</i> test
•	•	•	B	other (must obtain prior approval from VDOE)

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L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

||||| These accommodations are available to all students as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 9/18/07

Appendix E

Test Irregularity Form

<i>Test Irregularity Form</i>	99
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APPENDIX E

STANDARDS OF LEARNING (SOL) ASSESSMENTS 2007-2008

TEST IRREGULARITY FORM

The Test Irregularity Web Application System (TIWAS) will be implemented during the Summer 2008 SOL Non-Writing Test Administration. As directed by the STC, follow procedures for documenting and submitting test irregularities using the TIWAS. The STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.

Division Name: _____

Irregularity Number: _____

Test Administration: _____ Year: _____

Created Date: _____ By: _____

☐ Regular ☐ Term Grad ☐ Exp Retake

Student Grade: _____

School Name: _____

Test Type: ☐ Regular ☐ Regular Audio

No. of Students: _____

☐ Large Print ☐ Braille

Test Session Name: _____

Test Mode: ☐ Paper ☐ Online

Test Level/Content Area/Subject		Form No. with Irregularity	Prompt No.	Assigned by TIWAS	
				Alternate Form No.	Prompt No.
FOR EXAMPLE: <input type="checkbox"/> 7 Mathematics		M3028			
<input type="checkbox"/> 3 _____					
<input type="checkbox"/> 4 _____					
<input type="checkbox"/> 5 _____					
<input type="checkbox"/> 6 _____					
<input type="checkbox"/> 7 _____					
<input type="checkbox"/> 8 _____					
CSH	<input type="checkbox"/> Virginia Studies _____				
	<input type="checkbox"/> US History to 1877 _____				
	<input type="checkbox"/> US History: 1877 to the Present _____				
	<input type="checkbox"/> Civics & Economics _____				
End-of-Course	<input type="checkbox"/> English: Writing _____				
	<input type="checkbox"/> English: Reading _____				
	<input type="checkbox"/> Math _____				
	<input type="checkbox"/> Science _____				
	<input type="checkbox"/> History _____				

Student Names and STIs (attach list of additional names and STIs):

1. _____ 2. _____

Description of Irregularity (PLEASE PRINT):

Submitted to DDOT: ☐ YES ☐ NO

Submitted to VDOE: ☐ YES ☐ NO

SIGNATURE: _____ DATE: _____

This page may be photocopied.

Appendix F


Header Sheet

Sample Header Sheet	103
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APPENDIX F

SAMPLE HEADER SHEET

NOTE: The *Header Sheet* may be used for any bundle of answer documents and **MUST** be completed prior to submission.



MARKING INSTRUCTIONS

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK

○ ● ○ ○

INCORRECT MARKS

○ ⊗ ○ ⊗

Header Sheet

PLEASE SUPPLY THE FOLLOWING INFORMATION IF BLANK:

DIVISION Judson

SCHOOL _____

LEVEL
MARK ONLY ONE

○ 3
○ 4
○ 5
○ 6
○ 7
○ 8
○ CSH
● EOC

DIVISION CODE

1	2	3
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

SCHOOL CODE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMINISTRATION

○ FALL
○ SPRING
● SUMMER
○ FIELD TEST

REQUIRED:
HEADER VERIFICATION CONTACT
Please follow Division Director of Testing instructions for completing.

NAME Jane Doe, STC PHONE 555-555-5555 DATE 6/18/08

PLEASE PRINT

NUMBER OF DOCUMENTS

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032). THEN MARK THE CORRESPONDING CIRCLES.

0	0	3	2
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

PEARSON USE ONLY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Mark Reflex® by NCS Pearson IM-172632-002:654321 ISD5972 Printed in U.S.A.

ONLY the name and phone number of the STC or DDOT should be provided as the “Header Verification Contact.”

Appendix G

Shipment Transmittal Forms

<i>Sample Division Return Verification Form</i>	<i>107</i>
<i>Division Shipment Transmittal Form for FedEx Tracking Number Labels</i>	<i>108</i>

APPENDIX G

SAMPLE DIVISION RETURN VERIFICATION FORM

VIRGINIA STANDARDS OF LEARNING

SUMMER NON-WRITING SECURE TEST MATERIALS

DIVISION RETURN VERIFICATION FORM

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

Ship To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Returned	Missing Test Materials
	Overage	8 READ [R0118-R0718]	006921661	006921670	10		
	Overage	8 MATH [M0118-M0618]	006923531	006923540	10		
1104	MANCHESTER LOCAL SCH	GR 8 NW AUDIO TB CASSETTE	6990501	6990501	1		
1104	MANCHESTER LOCAL SCH	8 MATH AUDIO TB	6990531	6990531	1		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW TB	6990561	6990561	1		
1104	MANCHESTER LOCAL SCH	SEC GR 8 NW LP TB	6993681	6993686	6		
1104	MANCHESTER LOCAL SCH	GR 8 NW LP TP CASSETTE	6993711	6993716	4		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW BR TB	6994401	6994408	8		

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-06 14:30
Page 1 of 2

Appendix G, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2008 *NON-WRITING* TESTS

***DIVISION SHIPMENT TRANSMITTAL FORM FOR
FEDEX TRACKING NUMBER LABELS***

Box Number	FedEx Tracking Number (Apply Label Here)	Box Number	FedEx Tracking Number (Apply Label Here)

This page may be photocopied.

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